Welcome to HR Partners!
October 10, 2017
Introduction of New Chief of Police
Dr. Rosie Phillips Bingham Student Emergency Fund & Tiger Pantry
10 Super Easy Tech Tricks to Make Your Life Easier
Managing Your Distress in the Aftermath of a Shooting
Performance/Merit Pay Discussion
Announcements and Deadlines
Spin the Wheel!
Introduction

Mary Balée
Chief of Police
Dr. Rosie Phillips Bingham
Student Emergency Fund & Tiger Pantry

Alison Brown
Administrative Associate I,
Office of VP for Student Affairs
Dr. Rosie Phillips Bingham Student Emergency Fund

• Gives small grants for emergency expenses
• Limit of $500: most awards are not that large
• Cannot be used for tuition

• More information:
  http://www.memphis.edu/studentlife/crisis/rpbsef.php
Application Process

- Students must complete both:
  - Dr. Rosie Phillips Bingham Student Emergency Fund Application
  - Tiger Scholarship Manager General Application

- Committee will respond to student within 2 business days with either approval or denial
Tiger Pantry

- Food and toiletry pantry located on 3rd floor of UC
- Students check in at UC 359 (Dean of Students Office) to have door unlocked
- Hours available are 9am-3pm on university business days

- More information: http://www.memphis.edu/tigerpantry
Supporting RPBSEF and Tiger Pantry

• Emergency Fund: [http://www.memphis.edu/give](http://www.memphis.edu/give)
  – Choose “Student Affairs”
  – Choose “Bingham Student Emergency Fund”

• Tiger Pantry
  – Foundation fund: choose “fund not listed” and write “Tiger Pantry”
  – Donate items at:
    • Dean of Students Office (UC 359)
    • Vice President for Student Affairs Office (AD 235)
    • UC Help Desk (1st Floor)
  – Most needed items currently: hygiene products (tampons, pads), instant oatmeal, mac n cheese, fruit cups, canned protein (tuna, chicken, etc.)
  – Tiger Pantry does not accept clothing donations
10 Super Easy Tech Tricks to Make Your Life Easier

Danny Linton
Human Resources
#1: Getting Back a Lost Browser Tab

• If you accidentally close a tab in your Web browser, you can get it back!

• Just click CTRL + SHIFT + T and it comes back to life!
• Any action you take in Microsoft Excel can be duplicated by performing the action, then moving to another set of cells, and clicking F4.
#3: Easily Opening a Link in a New Tab

- Want to click a link without leaving the page you’re currently on?

- If you are using a mouse with a trackball, click the link with your trackball instead of your mouse button and it opens in a new tab automatically.
#4: Easily Copy a File

• Need to make a copy of a file in Windows? Just press CTRL and drag/release the file.
#5: Timestamps on iPhone texts

- On an iPhone, you can see the time text message was sent by holding and swiping right.
#6: Google Image Search

- Trying to identify someone in a photo? You can use images.google.com to look up that image on the Internet and likely ID the person in the photo.
#7: Clear Your Cache...FAST!

• We’re often asked for various reasons to clear our Web browser’s cache. Rather than doing this the complicated way, just press CTRL + SHIFT + R.

• Note: This also refreshes your page.
#8: Easy Zooms

- Want to make the Web page you’re viewing larger or smaller?

- Use CTRL + or CTRL -
If you need to resize and image in a document without losing the original aspect ratio, hold down the SHIFT key when resizing & click/dragging.
#10: The Snipping Tool

• The Snipping Tool is the best hidden tool in Windows. Need to take a picture of something on your screen to share with someone or place in a document?

• Go to Start menu, All Programs, Accessories, Snipping Tool. Then whatever you snip will be automatically copied to your clipboard for pasting everywhere.
10 Super Easy Tech Tricks to Make Your Life Easier

YOU’RE WELCOME!
Managing Your Distress in the Aftermath of a Shooting

Earle Donelson, Ph.D.
Staff Psychologist
UofM Counseling Center
Managing Your Distress in the Aftermath of a Shooting

You may be struggling to understand how a shooting could occur and why such a terrible thing would happen. There may never be satisfactory answers to these questions.
Managing Your Distress in the Aftermath of a Shooting

You may find that you have trouble sleeping, concentrating, eating or remembering even simple tasks. This is common and should pass after a while.
We do know, though, that it is typical for people to experience a variety of emotions following such a traumatic event.
Managing Your Distress in the Aftermath of a Shooting

These feelings can include shock, sorrow, numbness, fear, anger, disillusionment, grief and others.
For some, whenever there are tragedies like this, they struggle spiritually. They wonder about how can Evil such as this exist? They struggle for meaning, answers, explanations.
They wonder why God, Buddha, Allah, Brahma, or simply, The Universe, could allow these things to happen?
Again, there may never be true answers - or, at least, satisfying answers or explanations - to the questions these kind of tragedies raise.
Over time, the caring support of family and friends can help to lessen the emotional impact and ultimately make the changes brought about by the tragedy more manageable.
Managing Your Distress in the Aftermath of a Shooting

You may feel that the world is a more dangerous place today than you did yesterday. It will take some time to recover your sense of equilibrium.
Managing Your Distress in the Aftermath of a Shooting

Meanwhile, you may wonder how to go on living your daily life. You can strengthen your resilience — the ability to adapt well in the face of adversity — in the days and weeks ahead.
Managing Your Distress in the Aftermath of a Shooting

Here are some tips:
Managing Your Distress in the Aftermath of a Shooting

Talk about it.

Ask for support from people who care about you and who will listen to your concerns. Receiving support and care can be comforting and reassuring. It often helps to speak with others who have shared your experience so you do not feel so different or alone.
Managing Your Distress in the Aftermath of a Shooting

Strive for balance.

When a tragedy occurs, it’s easy to become overwhelmed and have a negative or pessimistic outlook. Balance that viewpoint by reminding yourself of people and events which are meaningful and comforting, even encouraging. Striving for balance empowers you and allows for a healthier perspective on yourself and the world around you.
Managing Your Distress in the Aftermath of a Shooting

Turn it off and take a break. You may want to keep informed, but try to limit the amount of news you take in whether it’s from the Internet, television, newspapers or magazines. While getting the news informs you, being overexposed to it can actually increase your stress.
Managing Your Distress in the Aftermath of a Shooting

The images can be very powerful in reawakening your feeling of distress. Also, schedule some breaks to distract yourself from thinking about the incident and focus instead on something you enjoy. Try to do something that will lift your spirits.
Honor your feelings.
Remember that it is common to have a range of emotions after a traumatic incident. You may experience intense stress similar to the effects of a physical injury. For example, you may feel exhausted, sore or off balance.
Managing Your Distress in the Aftermath of a Shooting

Take care of yourself.
Engage in healthy behaviors to enhance your ability to cope with excessive stress. Eat well-balanced meals, get plenty of rest and build physical activity into your day. Avoid alcohol and drugs because they can suppress your feelings rather than help you to manage and lessen your distress.
Managing Your Distress in the Aftermath of a Shooting

In addition, alcohol and drugs may intensify your emotional or physical pain. Establish or re-establish routines such as eating meals at regular times and following an exercise program. If you are having trouble sleeping, try some relaxation techniques, such as deep breathing, meditation or yoga.
Help others or do something productive. Locate resources in your community on ways that you can help people who have been affected by this incident, or have other needs. Helping someone else often has the benefit of making you feel better, too.
If you have recently lost friends or family in this or other tragedies, remember that grief is a long process. Give yourself time to experience your feelings and to recover. For some, this might involve staying at home; for others it may mean getting back to your daily routine.
Dealing with the shock and trauma of such an event will take time. It is typical to expect many ups and downs, including "survivor guilt" — feeling bad that you escaped the tragedy while others did not.
Managing Your Distress in the Aftermath of a Shooting

For many people, using the tips and strategies mentioned above may be sufficient to get through the current crisis. At times, however an individual can get stuck or have difficulty managing intense reactions.
Managing Your Distress in the Aftermath of a Shooting

A licensed mental health professional such as a psychologist can assist you in developing an appropriate strategy for moving forward. It is important to get professional help if you feel like you are unable to function or perform basic activities of daily living.
Recovering from such a tragic event may seem difficult to imagine. Persevere and trust in your ability to get through the challenging days ahead. Taking the steps in this guide can help you cope at this very difficult time.
Managing Your Distress in the Aftermath of a Shooting

Questions?

Thoughts?

Final words?
Administered by Optum
Available to all benefits-eligible employees and eligible dependents
Received five EAP visits, per situation, per year at no cost to you
- 855-437-3486
- Here4TN.com

Behavioral Health Provider
- Optum is your behavioral healthcare vendor.
- Telemental Health
Here4TN.com

855-437-3486

http://players.brightcove.net/1475651770001/5y0owIUE_default/index.html?videoid=5214297742001
Performance and Merit Pay Discussion

Margie Williamson, Iliana Ricelli & Kristil Davis
Human Resources
Performance and Merit Pay Discussion

- The University is exploring a merit/pay-for-performance plan.
- A cross-functional work team is being formed to examine this process.
- Additionally, we are querying HR Partners for their opinions on issues related to this process.
Announcements & Deadlines
Announcements & Deadlines

• New HR Employees
• New HR Partners
Announcements & Deadlines

• Current Job Openings
Announcements & Deadlines

• 2017 Employee Charitable Giving Campaign
• Campaign begins Monday, October 16th
• Website will be updated and ready on October 16th to take current donations
• Kickoff festivities begin on Tuesday, October 17th at 2:00pm
• Campaign runs through Wednesday, November 15th
Parental Leave Policy

• At the October 4th meeting of the Board of Trustees, a motion for the development of a paid parental leave policy for faculty/staff was approved. Here are the next steps you can expect:
  – HR will be involved in the creation of this policy.
  – 6 weeks of paid leave (paid by the University).
  – Annual/sick leave will not need to be used.
  – Will be available for both childbirth & adoptions.
• 2\textsuperscript{nd} Annual Excellence Awards
  Thursday, November 2, 2017
  University Center Ballroom
  10 a.m.
• 44 nominees
• Winners announced at ceremony
Announcements & Deadlines

• Benefits Annual Open Enrollment Period

CLOSES THIS FRIDAY AT 4:30 PM CT!

• PLEASE REMIND YOUR DEPARTMENTS!!
Announcements & Deadlines

• Career Counseling Sessions
• Offered by Workforce Management
• October 20, November 15, & December 6
• Limited appointments available; sign up in Learning Curve
Announcements & Deadlines

• IT Security Training Reminder
• Check E-Mails for Link
Announcements & Deadlines

• GA Appointment E-Contract Training  
  October 24, 2017  
  2:30 p.m.  AD178

• WorkforUM Training  
  October 25, 2017  
  1:30 p.m.  AD178
Announcements & Deadlines

- Extra Compensation E-Contract Training
  October 26, 2017
  2:30 p.m.  AD178

- Part-Time Faculty E-Contract Training
  October 31, 2017
  2:30 p.m.  AD178
Announcements & Deadlines

• Employee Data Verification Project Kicks off October 18, 2017

• Employees will be asked to review and correct personal data via the MyMemphis portal.
Thank you for attending!
memphis.edu/hrpartners