


9-1985

UA28/1 The Personnel File

WKU Human Resources

Follow this and additional works at: http://digitalcommons.wku.edu/dlsc_ua_records

 Part of the [Human Resources Management Commons](#), [Labor Relations Commons](#), and the [Public Health Education and Promotion Commons](#)

Recommended Citation

WKU Human Resources, "UA28/1 The Personnel File" (1985). *WKU Archives Records*. Paper 1446.
http://digitalcommons.wku.edu/dlsc_ua_records/1446

This Newsletter is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

The Personnel File

SPECIAL WELLNESS EDITION

Personnel Services

September 1985



Wellness is a Way of Life

WHAT IS WELLNESS?

Wellness means taking responsibility for your own health by—

- learning how to stay healthy
- practicing good health habits and giving up harmful ones
- responding to your body's warning signs before something serious happens

WHY SHOULD I LEARN ABOUT WELLNESS?

So you can enjoy life to the fullest! When you're **well** you—

- **feel good**, have more energy and endurance, spend less time feeling tired or ill. You sleep better and feel calmer and more confident.
- **look good**, your good health shows in improved muscle tone, proper weight, clear eyes, healthy skin and hair. People notice your increased vigor and enthusiasm.
- **get more enjoyment** out of all aspects of life—home, family, work, etc.

THE CHALLENGE

The way we live may be the central factor in how healthy, or unhealthy—we become, and remain.

Do we take the responsibility we have to maintain our good health seriously, and act accordingly, or do we continue to rely on the marvelous technology of our hospitals to rescue us—or attempt to rescue us—from illnesses and disabilities we may bring on ourselves?

This is a question that we alone can answer.

How will we respond to the choices—the challenges—that confront us day after

Wellness Program Announced

Dr. Paul Cook, Interim President, recently announced a new employee benefit—the "Health Toppers—Steppin' Out" Wellness Program. In so doing, the University has demonstrated its commitment to wellness, that is, to the concept that the health and well-being of employees can be enhanced by **preventative** measures more effectively than by treating employee health problems **after** they have occurred.

The new WKU Wellness Program follows a nationwide trend in business and industry to implement workplace wellness programs which are designed to foster a new personal health awareness among employees and to support personal lifestyle changes which can reduce the risks of premature disease and promote better health.

Employers and employees have been found to mutually benefit from wellness programs. The improved health and vitality that is enjoyed by employees is reflected in less absenteeism, lower turnover, reduced health insurance costs, improved employee productivity and higher morale.

Each University employee has received initial information about the WKU Wellness Program. We hope you have read this material thoroughly, that it has heightened your interest in Wellness, and that by now you have pre-registered for the Health Screening.

The Department of Personnel Services expects that you share in our enthusiasm for this new University program. This special edition of **The Personnel File** intends to broaden your understanding of the concept of wellness and the important role that personal choices have in determining health. It also gives details on many of the wellness activities that are planned for the fall semester. Subsequent editions of **The Personnel File** will feature a regular wellness column to continue to inform you about important health topics and to detail future activities planned for the "Health Toppers—Steppin' Out" program.

While the basic principles of health promotion that underlie the Wellness Program have serious implications, do not underestimate the **enjoyment** you can derive by participating. Many of the activities outlined in this issue have been expressly designed to be **fun** as well as beneficial.

(continued on page 2)

(continued on page 7)

WKU Wellness Program

Program Designed in 3 Phases

(continued from page 1)

The "Health Toppers—Steppin' Out" program is designed to be comprehensive and consists of 3 phases: (1) a **Health Screening**, to assess present health; (2) individual **Health Counseling**, to evaluate health risks and recommend needed lifestyle changes; and (3) **Follow-up Activities**, to assist and guide people in making gradual changes toward better health habits. Faculty and staff are urged to participate in all 3 phases of the program, to help insure maximum benefits.

PHASE I: HEALTH SCREENING

This phase provides objective data to help you assess your current health status and determine your greatest health risks through a series of health screening tests, which include a Health Risk Appraisal, height and weight measurement, blood pressure check, and blood chemistry test. For more details refer to your September 3 memorandum from Mr. Largent.

It is important for all participants to **remember not to eat for 12 hours** prior to their Screening appointment, to assure accuracy of results. Also, please remember to bring your **\$10 fee** to the Health Screening.

CHANGE IN FEE PAYMENT:

Checks should be made payable to the **Barren River District Health Department**, rather than WKU as previously specified.

The **Health Screening** is scheduled for the following dates, times and locations:

M, T, W, September 23-25, Garrett Conference Center Ballroom

Th, F, September 26-27, Downing University Center, Room 340. *Physical Plant employees should be certain to note location change.*

All faculty and staff who are interested in participating in the **Health Screening** should have pre-registered and received their appointment confirmation by mail. **If you have not pre-registered**, you may still do so by calling Joy Beth Eastin at 745-5364 or Libby Downs at 745-6383.

PHASE II: HEALTH COUNSELING

Each participant in the **Health Screening** will be individually counseled by health professionals regarding the results of their Health Risk Appraisal and blood chemistry tests. The counseling will pinpoint health risks, identify constructive and destructive lifestyle behaviors, and suggest lifestyle changes that can be made to optimize overall health and well-being. Counselors and participants will work together to develop individualized programs for achieving better health through gradual lifestyle changes. Emphasis will be placed on taking full advantage of the many WKU Wellness program activities.

The **Health Counseling** is scheduled for the following dates, times and locations:

M, T, W, October 28-30, Garrett Conference Center Ballroom

Th, F, October 31-November 1, Downing University Center, Room 226

All participants in the **Health Screening** must pre-register for follow-up counseling at the time of screening, in order to get the results of the blood chemistry tests and Health Risk Appraisal.

PHASE III: FOLLOW-UP ACTIVITIES

As you've seen from the fall semester activities schedule, which was mailed to you, as well as activities which are announced in this edition of **The Personnel File**, a wide range of Wellness programs are being designed for your benefit. The University is making every effort to make programs easy and accessible for your participation, so that you can take full advantage of this excellent new employee benefit. Look for details of future programs in upcoming editions of **The Personnel File**.

The Personnel File is published monthly by the Department of Personnel Services to keep faculty and staff informed on important University news and policies.

This Special Edition of The Personnel File is provided to introduce faculty and staff to the new and exciting WKU Wellness Program, which is being implemented this fall semester.

Special thanks are given to Joy Beth Eastin, Department of Personnel Services, and to Nancy Givens, Wellness Consultant, Barren River District Health Department, for their dedicated efforts in producing this edition.

Future editions of The Personnel File will furnish details of additional Wellness activities, as they are developed.

Any questions about the Wellness Program can be addressed to Joy Beth Eastin, Department of Personnel Services, at 745-5364.

Shaping-Up

Moving Toward Physical Fitness

Physical fitness can add quality years to your life. It slows the aging process and promotes health, endurance and productivity. A balanced exercise program that stresses aerobic exercise (that is, exercise that gets your heart pumping and lungs breathing faster) and overall muscle conditioning will improve the functioning of your heart and lungs, reduce stress, increase your resistance to disease, and make you look and feel better, too.



"I don't have time to exercise"

WHAT? ME MOVE?

You've probably heard before that you should exercise regularly, but you may have had trouble overcoming inertia and getting started. Are you familiar with any or all of these excuses?



"I don't like to exercise"



"I don't exercise because I look ugly in shorts"

If you find yourself using any of these excuses regularly, you may be a victim of hypokinesia.

HYPOKINESIS: Hi-po-ki-ne-sis/n. the state of decreased physical activity (from the Greek *hypo*: under + *kinesis*: motion)

Hypokinesia can affect anyone. Lack of exercise causes our muscles to lose strength and endurance. Productivity and mental illness often suffer. We don't look our best and, being unfit, are more prone to illness and injury.



"I can't stand pain"

Each year millions of people suffer the consequences of chronic hypokinesia. One out of three men will have a heart attack by the age of 60. Hypertension and obesity are disease conditions which are closely related to fitness. Being unfit also causes many back and joint problems.

The early stages of hypokinesia are easy to miss. You may experience shortness of breath after mild exertion or feel generally low on energy. You may be unable to concentrate at work, and your productivity may go down. A lifetime of hypokinesia may lead to ill health and premature aging. But, think about this: It's never too late to take the first step towards fitness, and the enjoyment of a long, useful and healthy life.



"I'll start a regular exercise program — tomorrow"

WHAT DOES IT MEAN TO BE "IN-SHAPE"?

Physical fitness is an individual matter, which depends on your age, sex, body type and other factors. Physical fitness merely means that you feel well; that you have the strength, endurance and flexibility necessary to deal with the physical and emotional demands of life. Achieving gold medals isn't important. What counts is commitment, persistence, a little self-discipline and the understanding that regular exercise is more than a physical routine. It is a gift that we give to ourselves and those we love.

Exercise

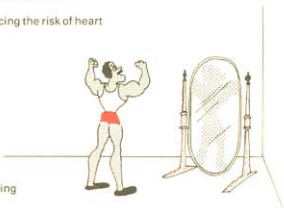
BENEFITS OF EXERCISE

While exercise is no guarantee against disease, it is known to improve health in many ways. Some of the benefits you receive from regular exercise are:

- Heart pumps more efficiently and circulation improves, reducing the risk of heart disease
- Lungs process oxygen better, giving you added energy
- Improve muscle tone and endurance
- Helps control weight
- Lowers blood cholesterol levels
- Relieves emotional and physical stress
- Makes you more alert, energetic and capable of concentrating

And the list goes on.

Too many Americans sit too much and exercise too little. This places them in danger of heart disease, stroke, hardening of the arteries, obesity, hypertension and many other serious health complications.



How to Reduce Your Health Risks: Some Exercise Tips

- Choose activities you enjoy. Most healthful for the heart, lungs and muscles are exercises like jogging, swimming, bicycling, hiking and walking.
- Whether you're 8 or 80, walking is good for you. If you do it often and briskly enough, it's almost as beneficial as jogging.
- Exercise at least three times a week, with each exercise period no less than 20-30 minutes in duration.
- Pick a time of day when it's convenient for you to devote the time you need for your exercise program.
- Work into your exercise program gradually. Whatever your age, too much too soon can be dangerous.
- Set reachable goals for yourself, such as running a certain distance or arriving at a particular weight level.
- Try to get a friend to accompany you in the exercise program—but be prepared to exercise on your own when the friend is not available.
- Warm up for about 5 minutes before you exercise—stretch fully, start slowly. Cool down the same way. Regular stretching is the key to maintaining flexibility.
- Invest in adequate (not necessarily fancy and expensive) footwear and clothing for your comfort and protection while exercising.
- Stick with your program long enough to see results. Your muscles may be sore at first, but the aches and pains will go away if you exercise faithfully.

Source: *The Way to Wellness*, Rhode Island Dept. of Health, Wellness Check Program, Providence, R.I.

"Hillwalkers" Club

HEALTH TOPPERS ACTIVITY

"Hillwalkers - Walking for Wellness"

Walking is a pleasurable exercise which benefits the entire body in the following ways:

- strengthens your heart
- improves muscle tone
- helps control weight
- increases stamina
- reduces tension

Unlike running and other exercise, your risk of bodily injury is minimal. For this reason, walking is a suitable activity for any age and level of present physical condition.

It's easy to become a WKU "Hillwalker"—for exercise and enjoyment! Each employee who wishes to participate in the program is encouraged to walk on a regular basis during the months of October and November. The "Hillwalker's" Club will begin again spring semester, with details to be announced.

You can conveniently register for the "Hillwalker's" Club at the "Health Toppers Activities" table at the **Health Screening** or with Joy Beth Eastin or Libby Downs in the Department of Personnel Services. When you sign up, special mileage cards will be available for you to keep a record of your miles walked per day, along with a map of marked mileage campus trails. You may walk these or any other routes you choose, on- or off-campus. The entire program will be self-monitored and based on an honor system of reporting.

At the end of each month, employees may turn in their mileage records at the Department of Personnel Services to be eligible for fun prizes. All names in each category will be pooled for the prize drawings. In order to be eligible you **must** deposit your mileage card. Category boxes will be set out in the ground floor lobby of WAB. October mileage cards are due by November 5; November cards, by December 5.

The three categories of "Hillwalkers" are:

The Turtle Club - for those who aspire to be physically fit, but have been sitting "on the couch" too long. The strenuous requirement for being a Turtle Club member is a minimum of **10 miles walked per month**. Go Turtles Go!



The Hare Club - for those who experience "short spurts" of commitment to regular exercise - but who invariably find their enthusiasm dwindling, and themselves "back on the couch." The initiation into the Hare Club requires a minimum of **25 miles walked per month**.



The Roadrunner Club - for only the most vigorous, energetic fitness-seekers who have made a "clean break" from the couch, and an unwavering commitment to being in-shape. Members in the Roadrunners Club must walk a minimum of **50 miles per month**.



All participants who qualify in one of the specified categories will be individually commended in **The Personnel File**; the top mileage walker in each category will be featured by photo as the "Top Turtle," "Head Hare," or "Reigning Roadrunner."

Come join the fun, as you work toward becoming physically fit! We'll see you at the "Health Toppers Activities" table at the **Health Screening**, September 23-27.

Smoking and Health

The Facts About Smoking

Cigarette smoking is dangerous to your health, a fact that's well known to most Americans. Few doubt that one of the most effective means to improve health and prolong life is to eliminate smoking. If you presently smoke, consider these facts:

- Tobacco smoke is known to be an important factor in causing heart disease, stroke, cancer, and emphysema.
- 9 out of 10 lung cancer victims are smokers, although smokers represent only 1/3 of the U.S. adult population.
- Lung cancer is the #1 cancer killer among men and the #2 cancer killer, after breast cancer, among women.
- Pregnant women who smoke may damage their child; they have higher rates of miscarriage, still births, premature births, pregnancy complications and infant deaths.
- The cancer death rate for male cigarette smokers is more than double that of non-smokers, and the rate for female smokers is 67% higher than non-smokers.

BAD NEWS FOR WOMEN

In the last 30 years, as ideas about women and smoking have changed and more women have taken up smoking, the incidence of lung cancer among women has increased 400%. By 1986, lung cancer is expected to surpass breast cancer as the #1 cancer killer among women.

All figures cited in this article are from the American Cancer Society.

How to reduce the risks

If you don't smoke, resolve not to start. If you do, make definite plans to quit. Many people have successfully stopped smoking and the number of ex-smokers in America is rising. Between 1978 and 1980, this number swelled from 1.8 million to approximately 33.3 million. You, too, can quit.

Once you quit, your lungs and heart will become healthier. You'll breathe easier, feel better and have more energy. Even your food will taste better and your sense of smell will return.

Question: I've been smoking steadily for 30 years. Isn't the damage already done?

Answer: Yes, damage is probable. However, most of the damage from cigarette smoking is reversible. If you stop smoking before you have emphysema or lung cancer, you can most likely count on your risk for these diseases reverting back to that of a non-smoker in seven to ten years. Your risk for heart disease will be reduced almost immediately.

Question: If I give up smoking, won't I gain a lot of weight?

Answer: This is a commonly-held misconception. Only 1/3 of smokers gain weight when they give up smoking; 1/3 actually lose weight as a result of combining a general fitness program with their efforts to quit.

What's the best way to quit?

There's no one way to quit smoking. It's a matter of what works for you. Some people are able to quit on their own. Many people find it helpful to have the group support and professional guidance offered through a Stop Smoking workshop. Either way,

the key to stopping smoking is to **decide to quit**, set a date to quit, and then do it. Remember this: many people who have succeeded in quitting did so only after trying and failing several times.

HEALTH TOPPERS ACTIVITY

Stop Smoking Workshop

*"Your Last 'Puff' is the
Best 'Puff' "*

Perhaps many of you who smoke have tried to quit but just couldn't put down that last cigarette. WKU wants to help employees who sincerely want to kick the smoking habit. Groups and workshops have been shown to be very helpful to people attempting to quit. This workshop may be the opportunity you've needed to get the extra incentive to quit smoking!

The workshop will be conducted in eight sessions and will explore motivations for smoking, teach practical skills for quitting, and demonstrate many useful ways to avoid starting again once you have successfully stopped.

Who may attend: WKU faculty/
staff employees
Workshop leader: Dr. Richard Wilson,
Associate Professor
Health & Safety

Dates: M,T,W,T,F, November 4, 5,
6, 7, 8 and

M,T,W, November 11, 12, 13
Time: 11:30 a.m. to 12:15 p.m.

(bring a bag lunch if desired)
Location: DUC, Room 349

Fee: \$10 payable to WKU
to be refunded if participant
attends every session.

Pre-registration is required. Class size will be limited to 20, so register early. To register, please call Joy Beth Eastin, 745-5364.

Coming Attractions

HEALTH TOPPER ACTIVITIES

Motivational Movies

"Health and Lifestyle" and "Staying Well"

If you haven't seen **BOTH** of these excellent movies, which will help you "get moving" toward more healthful lifestyle changes you may need to make, then be sure to catch the movies on the October movie schedule:

October 8, 9, "Staying Well," Regents Room, WAB, 9:30 a.m. and 2:30 p.m.

October 10, "Staying Well," Grise Hall, Room 335, 9:30 a.m. and 2:30 p.m.

October 15, 16, 17, "Health and Lifestyle," DUC 349, 9:30 a.m. and 2:30 p.m.

Please note the title change of the movie to be shown October 15, 16, 17, as this is different from that listed in the red fall activities schedule you received in early September.

Health and Lifestyle: *Positive Approaches to Well-Being* — an upbeat film which emphasizes the connection between health and lifestyle choices. Through a series of profiles of people who have successfully made lifestyle changes, the movie promotes the concepts that each individual has a responsibility for the quality of his or her life, and that it is never too late to make changes. The movie gives an excellent overview of stress management, proper nutrition, weight control, exercise and psychology of drug dependence.

Staying Well — this entertaining and educational film emphasizes becoming well through the positive "teamwork effort" of proper nutrition, exercise, and stress management. The theme is brought out that "we have met the enemy and he is us." The movie impresses to the viewer that lasting lifestyle improvements are brought about not by dramatic changes, but by small and consistent steps toward better health habits.

(continued from page 1)

day; whether to light up another cigarette ... to postpone exercise (again) ... to take a drink before driving home ... and other decisions.

Taking preventive action for health comes down to the simple belief that our decisions will really make a difference. ... perhaps a major difference ... in our lives.

Remember the old geometry lesson—the shortest distance between two points is a straight line? The best path to good health is often the most direct. Essentially, maintaining good health means remaining faithful to healthy living patterns that can, in many instances, prevent diseases. The most direct way to wellness is paved with lifestyle choices individuals can make for themselves.

Remember: you can make a difference!

Ask yourself these questions:

- Do I get enough exercise?
- Do I use tobacco?
- Do I eat right and maintain my proper weight?
- Am I under too much stress?

Your lifestyle is the key to Wellness. Today most Americans die from heart disease, cancer, stroke, and accidents. Many of these deaths can be prevented by changes in lifestyle and health habits.

Source: *What Everyone should know about Wellness*. Channing L. Bete Co., Inc., Deerfield, MA.

Physical Plant Employees "Sack Lunch" Program to Start

During November, Mr. Joel Taylor, Consultant and Education Coordinator at the Barren River Comprehensive Care Center, will offer a series of 30 minute "Sack Lunch" programs for Physical Plant employees. The series will focus on a variety of health topics, and will be held in the Conference Room. Details will be announced in the October edition of **The Personnel File**.

HEALTH TOPPERS ACTIVITY

"Self-Awareness and Wellness — Are They Related?"

Dr. Joseph P. Cangemi, a professor in the WKU Psychology Department who is a popular and well-known speaker, will present a program which discusses the relationship between self-awareness and wellness. Dr. Cangemi feels that being aware of ourselves - how we live, the choices we make, and the goals we set for ourselves - is directly related to our physical, emotional, spiritual, and mental health. This program is designed to help you understand the importance of self-knowledge in finding a balance in your life which is conducive to good health and an all-encompassing sense of well-being.

Who should attend: all WKU faculty and staff

Program

leader: Dr. Joseph Cangemi

Date: Thursday, November 14

Time: 2:30 - 4:00 p.m.

Location: CEB auditorium

To register, please call Joy Beth Eastin, Department of Personnel Services, 745-5364

More Activities . . .

HEALTH TOPPERS ACTIVITIES

"Getting It Together"

from the

Office of Independent Study

Each semester WKU offers a wide variety of non-credit, special interest classes. These classes are designed to be a time for fun, learning, and personal/professional enrichment—free from the pressures of exams and grades.

Included in this semester's courses are three classes related to **Wellness**. Pre-registration is required. You may register by going to the Office of Independent Study, 212 Van Meter, or by calling 745-5307 and then forwarding the fee. For your added convenience, and to encourage participation in the Wellness Program Activities, you may also register for these classes at the "Health Topper Activities" table, to be set up at the **Health Screening**, September 23-27.

WELLNESS I

A course designed to give people insight into wellness exercise. Classes in aerobic dance, swimming, weight training and sports for all ability levels will be offered. Registration is still open.

Class begins:
September 3 MTWTHF 11:45 am
70 sessions, 1 hour each DA 146
Instructor: Dr. John Jones **Fee:** \$40

BODY RECALL: WELLNESS II

Participants are offered an alternative to aerobic exercise. Gain flexibility, strength, and muscle tone through slow and gentle movement. Body recall is a concept in lifetime fitness. It can be used as conditioning for more strenuous activities, or as a full body awareness program. Offered to men and women of all ages. No special clothing is needed.

Class begins:
October 7 MWF 12:00 noon
30 sessions, 45 minutes each GCC 205
Instructor: Belinda Jefferson **Fee:** \$25

"THE CAUSES AND PREVENTION OF HEART PROBLEMS"

The course encompasses all the known causes of heart disease/attacks—as researched by medical science—and will be presented via lecture/discussion, films/slides/tapes. The known preventive measures will be delineated, such as diet, exercise, and other changes in lifestyle that are necessary. Emergency care (first aid) measures to assist the victim in surviving, will be discussed/demonstrated.

Class begins:
October 7 Mondays 6:00 pm
2 sessions, 2 hours each STH 304
Instructor: Henry Baughman **Fee:** \$15

REMEMBER—faculty/staff scholarships are available. As a full-time employee you are eligible to take 3 non-credit courses each semester in lieu of one undergraduate class, free of charge. The course fee will be paid by the University. Your spouse is eligible for one-half fee scholarships, by using your ID card. This is a wonderful and easy way to "Get It Together." Register for one or more of the Wellness classes listed below:

WALKING'S A WINNER WHEN IT COMES TO WEIGHT LOSS!

An hour of brisk (4 m.p.h.) walking burns up an average of 348 calories.

This translates into 36 pounds of weight (fat) loss in one year!*

**348 calories x 365 days = 127,020 extra calories burned in one year; divide this number by 3,500 to get number of pounds lost in one year. (You have to burn up 3,500 calories to lose a pound of fat.)*

GETTING FIT WON'T MAKE YOU MORE BEAUTIFUL!

Don't fall for the line that losing excess weight and toning your muscles will make you beautiful. You're already beautiful by virtue of the fact that you're a unique human being of infinite wonder and potential. Sound trite, but it's true.

What getting in shape can do for you is to help you feel better which, in turn, can help you realize this potential.

Source: "Hope Newsletter," Bob Hope Int. Heart Research Instit., March 1985.

SOURCES: Fitness, John J. Bagshaw, M.D. et al., Health Information Library, Krames Communication, Daly City, CA; The Way to Wellness, Rhode Island Dept. of Health "Wellness Check," Providence, R.I.; What Everyone Should Know About Wellness, Channing L. Bete Co., Inc., Deerfield, MA; Hope Newsletter, Bob Hope International Research Institute, Seattle, WA.

Please keep this special edition of **The Personnel File** as a handy reference to remember **Wellness Programs, dates, and times.**