



# HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

May 2011

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## Spring Cleaning to Improve Your Work Life

by Caroline Levchuck, Yahoo! HotJobs

Spring has sprung. What better way to embrace the season than by doing a little professional spring cleaning?

### Declutter Your Desk

The long winter may have left your desk in disarray. Piles of papers, sticky notes that have stuck around for way too long and unread news articles are common culprits.

To begin the unpleasant process, you will have to admit to some lies. You are not ever going to “Call Tom!” or read the pile of trade magazines gathering dust in the corner.

File away anything you must keep. Take action on what you have been avoiding, but are willing to address. Toss everything else.

Clutter on your desk and in your office clutters your mind.

### Out with the Old Projects

If you are like most people, you probably have an unfinished project or two on your plate.

Take a look at why each project

remains unfinished. Are you merely being lazy – or are you overwhelmed by the work that still needs to be done? Perhaps the project itself is shaping up to be a waste of time and resources.

Whatever the case, speak with your supervisor to get the assistance you need to finish the project – or the permission to abandon it altogether.

You cannot spring forward if you are bogged down with old projects.

### Organize Your E-mail Inbox

If you have scores of old e-mails lingering in your inbox, you may not notice important new messages. Take care of old messages this spring, so you can face the season with an empty inbox.

Also, if you have not done so, create folders for important messages that you wish to keep after they have been taken care of.

And here is one final point for motivation: Some professional spring cleaning can go a long way to enhancing your attitude and productivity.

# How to Reduce Your Taxable Income



As April 15 has come and gone this year, you should already be thinking about taking steps to lower your taxable income for your next tax return. Once you reduce your overall taxable income amount, you pay less tax. One simple way to reduce your taxable income is by making charitable contributions. Charitable contributions are tax deductible expenses. They can reduce your taxable income and lower your taxes.

Our own ASU Foundation is a public, non-profit organization established to provide financial assistance to ASU, primarily from gifts and earnings on endowed funds.

The most rewarding aspect of giving to ASU is helping the people and programs that make the university great. Your gift strengthens the educational opportunities available to ASU students by improving academic programs, supporting faculty development, increasing scholarship support and enriching campus life.

Staff members from the Development Office work to structure gifts that will provide the greatest positive impact on both the university and the donors.

There are numerous ways to make gifts to Angelo State University. Major gifts can be structured in one of the following ways:

- **Gifts of cash** are tax deductible in the year they are given.
- **Gifts of stocks and bonds** provide donors with an income tax deduction equal to the fair market value of the securities, as well as reducing or eliminating capital gains taxes.
- **In-kind gifts** are typically in the form of works of art, antiques, furniture, rare books, agricultural gifts, equipment or other property donors may give to the university. In return, donors receive a charitable deduction for the value of the item(s).
- **Multi-year pledges** are generally made over a period of three to five years.
- **Gifts of real estate** provide donors with a possible charitable income tax deduction for the fair market value of the property, a reduction in estate taxes and a reduction of capital gains tax.
- **Gifts of life insurance** are not income tax deductible, but are exempt from estate tax.
- **Other** creative planned giving methods for designing unique partnership opportunities exist, and university representatives would be pleased to discuss ideas with potential major donors.

**For more information about supporting ASU, please contact the**

**Development Office at (325) 942-2116.**

Gifts to the Campaign for ASU are tax deductible in accordance with federal standards. The Development Office provides authorized receipts for tax-recording purposes. All checks should be made payable to the ASU Foundation.

## **Rules for Claiming the Charitable Contribution Deduction**

Your gift of cash or property must meet certain criteria in order to be tax deductible. You must actually donate the property or cash, a promise or pledge is not deductible until the donation is actually made. You must donate to a qualified tax-exempt organization, such as the ASU Foundation, and you must itemize your deductions. You must also meet certain record-keeping requirements, such as an acknowledgement letter from the charity, cancelled check or receipt of donation, along with the amount of your contribution.

Contributions of property must also include an assessment of the fair market value of the contributed property. There may be a limit to your charitable contribution tax deduction.

Other options to reduce your taxable income include investing in a [403\(b\) tax sheltered annuity plan](#) or the [TexaSaver 457 Program](#).

Please contact your personal tax advisor for more information on claiming deductions from charitable donations or voluntary retirement savings programs.

# National Physical Fitness & Sports Month

Physical Activity Guidelines for Americans

[www.health.gov](http://www.health.gov)

## Finding out what kind and how much physical activity you need.

### How do I do it?

It's your choice. Pick an activity that's easy to fit into your life. Do at least 10 minutes of physical activity at a time. Choose **aerobic** activities that work for you. These make your heart beat faster and can make your heart, lungs, and blood vessels stronger and more fit. Also do **strengthening** activities which make your muscles do more work than usual.

### Why should I be physically active?

Physical activity can make you feel stronger and more alive. It is a fun way to be with your family or friends. It also helps you improve your health.

### How many times a week should I be physically active?

It is up to you, but it is better to spread your activity throughout the week and to be active at least 3 days a week.

### How do I build up more physical activity?

Do a little more each time. Once you feel comfortable, do it more often. Then, you can trade activities at a moderate level for vigorous ones that take more effort. You can do moderate and vigorous activities in the same week.

### How much physical activity do I need to do?

This chart tells you about the activities that are important for you to do. Do **both** aerobic activities and strengthening activities. Each offers important health benefits. And remember, some physical activity is better than none!

## Aerobic Activities

If you choose activities at a **moderate** level, do at least **2 hours and 30 minutes** a week.

If you choose **vigorous** activities, do at least **1 hour and 15 minutes** a week.

Slowly build up the amount of time you do physical activities. The more time you spend, the more health benefits you gain. Aim for twice the amount of activity in the box at left.

- Do at least 10 minutes at a time.

You can combine moderate and vigorous activities.

## Muscle Strengthening Activities

Do these at least **2 days** a week.

- Include all the major muscle groups such as legs, hips, back, chest, stomach, shoulders, and arms.

Exercises for each muscle group should be repeated 8 to 12 times per session.

### How can I tell an activity at a moderate level from a vigorous one?

Vigorous activities take more effort than moderate ones. Here are just a few moderate and vigorous aerobic physical activities. Do these for **10 minutes or more** at a time.

#### Moderate Activities

*(I can talk while I do them, but I can't sing.)*

- Ballroom and line dancing
- Biking on level ground or

with few hills

- Canoeing
- General gardening (raking, trimming shrubs)
- Sports where you catch and throw (baseball, softball, volleyball)
- Tennis (doubles)
- Using your manual wheelchair
- Using hand cyclers—also called ergometers
- Walking briskly
- Water aerobics

#### Vigorous Activities

*(I can only say a few words without stopping to catch my breath.)*

- Aerobic dance
- Biking faster than 10 miles per hour
- Fast dancing
- Heavy gardening (digging, hoeing)
- Hiking uphill
- Jumping rope
- Martial arts (such as karate)
- Race walking, jogging, or running
- Sports with a lot of running (basketball, hockey, soccer)
- Swimming fast or swimming laps
- Tennis (singles)

For more information, visit [www.healthfinder.gov](http://www.healthfinder.gov) and type **activity** in the search box.

Be active **your way** by choosing activities you enjoy!



# Healthy Recipe

## Mediterranean Diet Month

## Don't Forget!

### Chopped Greek Salad with Chicken

<http://www.eatingwell.com>



b

- 1/3 cup red-wine vinegar
- 2 tablespoons extra-virgin olive oil
- 1 tablespoon chopped fresh dill, or oregano or 1 teaspoon dried
- 1 teaspoon garlic powder
- 1/4 teaspoon salt
- 1/4 teaspoon freshly ground pepper
- 6 cups chopped romaine lettuce
- 2 1/2 cups chopped cooked chicken, (about 12 ounces; see Tip)
- 2 medium tomatoes, chopped
- 1 medium cucumber, peeled, seeded and chopped
- 1/2 cup finely chopped red onion
- 1/2 cup sliced ripe black olives
- 1/2 cup crumbled feta cheese

#### Preparation

1. Whisk vinegar, oil, dill (or oregano), garlic powder, salt and pepper in a large bowl. Add lettuce, chicken, tomatoes, cucumber, onion, olives and feta; toss to coat.

#### Tips & Notes

- **Tip:** If you don't have cooked chicken, poach 1 pound chicken breasts for this recipe. Place boneless, skinless chicken breasts in a medium skillet or saucepan. Add lightly salted water (or chicken broth) to cover and bring to a boil. Cover, reduce heat to low and simmer gently until the chicken is cooked through and no longer pink in the middle, 10 to 15 minutes.
- **Yields 4 servings, about 3 cups each**

#### Nutrition

**Per serving:** 343 calories; 18 g fat ( 5 g sat , 7 g mono ); 89 mg cholesterol; 11 g carbohydrates; 31 g protein; 3 g fiber; 618 mg sodium; 656 mg potassium.

**Nutrition Bonus:** Vitamin A (140% daily value), Vitamin C (45% dv), Folate (31% dv), Potassium (19% dv), Calcium (15% dv).

**Carbohydrate Servings:** 1

**Exchanges:** 2 vegetable, 3 1/2 lean meat, 2 fat



Aon Hewitt is working with the Employees Retirement System of Texas (ERS) to audit all dependents covered in the Texas Employees Group Benefits Program health Plan.

**Your dependents will lose their health, dental, and life insurance if you don't prove they are eligible for the Plan by May 18, 2011.**

You may call Aon Hewitt toll-free at (800) 987-6605 Monday-Friday 8 a.m. to 7 p.m. and Saturday 7 a.m. to 3 p.m. CT to:

- Get a copy of letters that were mailed to you,
- Update your mailing address with Aon Hewitt,
- Drop your ineligible dependents, or
- Get answers to your questions about the audit.

**Take action now.** Send copies of the required documents to Aon Hewitt by:

- Mail: Dependent Verification Center, P.O. Box 1420, Lincolnshire, IL 60069-1420;
- Secure Fax: Toll-free (866) 961-6881; or
- Secure Online Upload: [www.yourdependentverification.com/plan-smart-info](http://www.yourdependentverification.com/plan-smart-info)

## New to ASU

## ASU Employee Birthdays – May

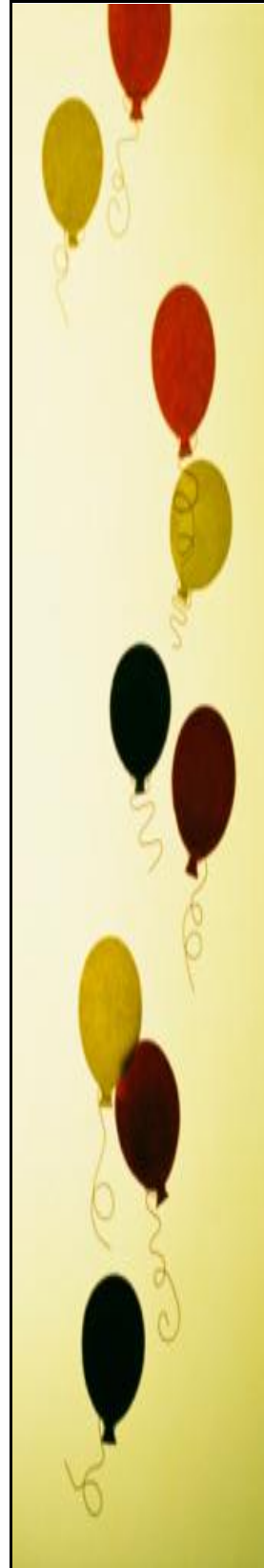
Welcome to the following new employees!

Douglas Craddick – Facilities Management

Ervin Halfmann – Facilities Management



Adams, Teresa  
Adkins, Christie  
Adkins, Mary  
Aych, Theron  
Babbitt, Margaret  
Beatty, John  
Birkla, Jennifer  
Bixler, David  
Braden, Brian  
Brake, Jason  
Branham, Loree  
Brion, Carl  
Brosh, Kaitlyn  
Brown, Deborah  
Butler, Regina  
Byars, Allyn  
Callinan, Donna  
Casarez, Lesley  
Castorena, Sylvia  
Castro, Jose  
Chandler, Julia  
Chang, Hsin-Hui  
Cobb, Deborah  
Cozart, Virgil  
Davila, Sylvia  
Davis, Ewa  
Dokupil, Laura  
Duffell, Stacy  
Duggan, Janet  
Erickson, David  
Fox, Douglas  
Fryar, Kandice  
Garcia, Robert  
Ghosh, Kaushik  
Greig, Teresa  
Griffin, Michael  
Guardiola, Amaris  
Gully, DeAnna  
Halfmann, Carl  
Hall, Jennifer



Hartin, David  
Holcomb, Michelle  
Irish, John  
Jackson, Sheila  
Johnson-Smith, Avis  
Knox, Nazita  
Ko, Man-Soo  
Lambert, Jessica  
Lambert, Rebecca  
Lewis, Harriet  
Lewis, Preston  
Mangrum, Leah  
Marlow, Johnathan  
Melton, Ellen  
Milbourn, Curtis  
Mitchell, Michelle  
Morales, Adelina  
O'Dell, David  
Payne, Patricia  
Petty, Bradley  
Pond, Cindy  
Portman, Cynthia  
Price, Kathleen  
Rabourn, Anne  
Roeder, Randall  
Rosser, Sandra  
Ruiz, Whitney  
Schafer, Marck  
Simons, Charles  
Skaggs, Angela  
Smithwick, Jerrie  
Solano, Maria  
Stinnett, Richard  
Vinklerek, John  
Waddington, Charles  
Walling Brooks, Sally  
Watson, Thomas  
Wilson, Roselee  
Zamora, Belinda  
Zheng, Guoqiang