



# Vitality

A Human Resource Services Publication  
Dickinson College



APRIL 2014/Volume VIII, Issue 7

## BENEFITS & WELLNESS FAIR

Tuesday, April 22, 2014 | HUB Social Hall | 10:30 a.m.–2:30 p.m.

The annual Benefits & Wellness Fair event provides an opportunity for employees of the college to meet with over 30 new and returning benefits vendors and wellness program providers as well as some local community participants. Free health screenings are offered in addition to a wealth of information about our benefits, health and wellness programs. Please plan to stop by to learn more about the benefits and wellness options available to the college community. Many prizes and giveaways are also part of this annual event!

## Renewable Energy & Energy Efficiency Sustainability Workshop Series

*The Q-Box – A Thermal Storage Device to Reduce Heating and AC Costs*

*Hosted by the Department of Physics & Astronomy*

*Tome Science Building | Rector Science Complex*

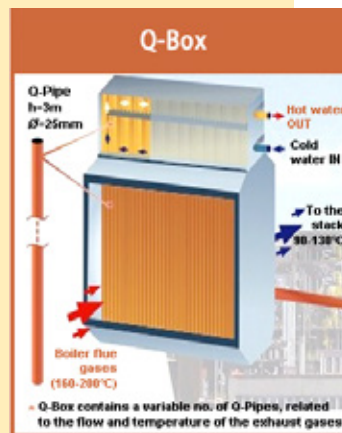
**Saturday, April 26 | 9 a.m.–noon**

Hans Pfister, associate professor of physics, will introduce participants to the basic physics concepts of the Q-Box in the last workshop of the spring sustainability series. Participants will form small teams and, in a series of hands-on activities, learn about this renewable energy device that increase energy efficiency.

In the final workshop of this semester participants will investigate how to store thermal energy. A room might be too hot during the day or too cold after sundown. Storing the excess thermal energy in a box and then releasing it in the evening will reduce cooling and heating costs. Activities included will explore various ways of storing thermal energy.

*The workshop is free but registration is required. Please call ext. 1413 to register. For more information please contact Hans Pfister at [pfister@dickinson.edu](mailto:pfister@dickinson.edu) or call ext. 1307.*

*Graphic source: <http://www.q-power.ro/q-box-en.html>*



***Did you make less than \$58,000 in 2013 as an individual or as a family?***

If so, then My Free Taxes may be able to assist you with filing your 2013 tax returns. **MyFreeTaxes.com** is a free service offered that helps you file your federal and state income taxes online, safely and quickly! The information and documents needed for this tax preparation service are: social security number or tax identification number; W2 forms, 1099s, 1098s and other income forms; childcare provider name/address/and tax ID; bank routing and account numbers for checking and savings accounts. This valuable service is offered to Dickinson employees and students in partnership with United Way of the Capital Region. To access this opportunity for assistance, please call **1-855-My-Tx-Help** (or 1-855-698-9435) or visit <http://www.MyFreeTaxes.com/Dickinson>.

## New Hires: March 2014

*Samantha Brandauer, Center for Global Study & Engagement*

*Edward Franklin, Facilities Management*

*Debra Rotz, Dining Services*

*Karen Vandernoot, Dining Services*



## One-Time Retirement Incentive

Recently, information was provided regarding a one-time retirement incentive available to full-time employees who are at least 55 years of age and have ten years of service as of July 1, 2014 with the college. This program is being offered following receipt of several inquiries. Participation in this voluntary program will be limited to 25 individuals and qualification will be determined on a first come/first served basis based upon the receipt of the fully executed release agreement in the Office of Human Resource Services. The retirement incentive option will open Monday, April 7 and will remain open through Wednesday, April 30. Individuals who choose to participate in this program would receive an incentive with the total value not to exceed \$25,000. This may be received as a lump sum, a continuation of health care coverage for yourself and dependent(s) for up to three years, or a combination of both. Any lump sum payment will be direct deposited into your bank account on June 30, 2014.

To participate in the program, you must submit a program election form to Human Resource Services on or before April 30, 2014. Those accepted into this program must enter into a Resignation and General Release Agreement with the college that must be signed by both parties by Monday, June 16, 2014. Employees who are accepted into this program will be retired from the college effective June 30, 2014.

## April is Financial Literacy Month – What is your Financial IQ?

Test your financial knowledge and learn more to help build your financial future....take a few minutes to try an online Quiz by visiting the following TIAA-CREF quiz weblink:

[https://s.qualtrics.com/SE/?SID=SV\\_e9T4kUZZfLLgL8V&Preview=Survey&BrandID=tiacref](https://s.qualtrics.com/SE/?SID=SV_e9T4kUZZfLLgL8V&Preview=Survey&BrandID=tiacref)

For other financial education articles and tools created by TIAA CREF to help you along your journey towards financial well-being, please visit: <http://www.tiaa-cref.org/nflm>

## Retirement Planning Sessions



### TIAA-CREF Individual Counseling Sessions

A TIAA-CREF representative will be on-campus during the month of April on:

➤ **Thursday, April 17** | HUB side room 204

To schedule a personal meeting with TIAA-CREF, please visit [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or call 1-800-842-2010. Appointments may be scheduled with TIAA-CREF between 9 a.m. - 5 p.m. on the dates listed above.



### Fidelity Individual Counseling Sessions

A Fidelity representative will be available during the months of April on:

➤ **Wednesday, April 23** | HUB side room 206

To schedule a personal meeting with Fidelity, please visit [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations) or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m. - 5 p.m.




# Urgent Care or Emergency Room: What to do?

You are feeling unwell...it is a weekend or evening and your regular physician's office may not have an available appointment. What should you do? The emergency room is reserved for life-threatening or extreme situations and is also a very expensive option, whereas an urgent care center offers the convenience of access when an appointment at your regular physician's office may not be possible along with lower out-of-pocket costs. In these days of soaring medical premiums and fees, considering an urgent care center is a great option!

An Urgent Care Center is a location **where you can get the care you need when you need it...** especially when your family doctor is not available. The following table can help you decide where to go:

Some local participating Urgent Care Centers in Cumberland County and Dauphin County are listed in the column to the right.

 Urgent Care Center (UCC)	Retail Medical Clinic	Emergency Room (ER)	
<b>What is it</b>	UCCs, also known as convenient care centers, offer quality medical care for illnesses and injuries and are often open until 10 p.m. and on weekends	Health centers, located in pharmacies, grocery stores and other retail stores, which treat common illnesses and are usually open evenings and weekends	A group of rooms in a hospital created to treat emergency conditions, usually open 24 hours a day, seven days a week
<b>When to go, in general</b>	When you can't get in to see your doctor and you need care for an unexpected illness or injury that does not pose a serious danger to your health	For small problems when you can't see your family doctor right away	When a sudden accident or medical condition causes severe symptoms or severe pain. You could reasonably expect that if you did not receive immediate medical attention in a medical emergency, it would place your health or the health of your fetus in serious jeopardy, or cause serious impairment or dysfunction to bodily functions or organs.
<b>Examples of when to go</b>	Examples of when to use a UCC: <ul style="list-style-type: none"> <li>You have a sports injury, and it's after your doctor's office hours</li> <li>You need stitches for a non-critical injury</li> <li>You have a chronic problem, such as a sore throat or back pain, that isn't improving and can't wait until your doctor is available</li> <li>You're away from home but need medical care in the area you're visiting</li> </ul>	You can go to a retail clinic for things like: <ul style="list-style-type: none"> <li>Minor sicknesses, such as rashes, ear aches, sore throats, stomach aches, and other problems</li> <li>Flu shots, vaccinations and other shots</li> </ul>	A true medical emergency presents an immediate danger. Some examples might include, but are not limited to: <ul style="list-style-type: none"> <li>Poisoning or drug overdose</li> <li>Difficulty breathing or shortness of breath</li> <li>Chest or upper abdominal pain or pressure</li> <li>Fainting, sudden dizziness, weakness, loss of consciousness</li> <li>Changes in vision</li> <li>Confusion or changes in mental status, or difficulty speaking</li> <li>Uncontrolled bleeding, or severe pain</li> <li>Coughing or vomiting blood</li> <li>Suicidal feelings</li> </ul>
<b>Advantages</b>	Save time and money compared to inappropriate ER usage	Convenience when you can't get in to see your doctor for a small problem	An ER is the only place to go for treatment in a true emergency

**AllBetter Care – Open 7 days a week: 8 a.m.-8 p.m. (also on Worker's Compensation Panel)**  
 1175 Walnut Bottom Road  
 Carlisle, PA 17015  
 717-258-9355

**AllBettercare – Open 7 days a week: 8 a.m.-8 p.m. (also on Worker's Compensation Panel)**  
 6481 Carlisle Pike  
 Mechanicsburg, PA 17050  
 717-796-9355

**Concentra Urgent Care – Open Monday-Friday 8 a.m.-8 p.m., Saturday & Sunday 9 a.m.-3 p.m. (also on Worker's Compensation Panel)**  
 4910 Ritter Rd  
 Mechanicsburg, PA 17055  
 717-795-1819  
 FAX: 717-795-2757

**Concentra Urgent Care – Open Monday-Friday 8 a.m.-8 p.m., Saturday & Sunday 9 a.m.-3 p.m. (also on Worker's Compensation Panel)**  
 4200 Union Deposit Road  
 Harrisburg, PA 17111  
 717-558-6708

**Patient First Mechanicsburg – Open 7 days a week: 8 a.m.-10 p.m.**  
 107 S Sporting Hill Rd  
 Mechanicsburg, PA 17050  
 717-943-1781  
 FAX: 717-943-1782

**Spirit Urgent Care – Open 7 days a week: 8 a.m.-10 p.m.**  
 431 North 21st Street  
 Camp Hill, PA 17011  
 717-763-3730

**US Healthworks – Open Monday-Friday 8a.m.-5p.m. (also on Worker's Compensation Panel)**  
 1124 Harrisburg Pike  
 Carlisle, PA 17013  
 717-245-2411



## Bicycling at Dickinson

### **Handlebar open hours and volunteer opportunities: Mondays and Thursday 4–6 p.m.**

Initial handlebar hours this semester will be held Mondays and Thursday from 4–6 p.m. Whether or not your bike needs a little TLC or a full overhaul, we can help! Just ride, wheel, or carry your bike into the Handlebar, and our volunteers will help you learn the bike mechanics necessary to get your bike into tip-top shape! The Handlebar is a volunteer-run bike shop run by students, faculty, and staff for use by students, faculty, and staff. We also run on donations, meaning that all labor costs are free; Any used bike parts have a suggested donation price, and any new bike parts are sold at whole-sale values, making bike maintenance affordable!

We also welcome any faculty and staff that would like to volunteer to either contact [biking@dickinson.edu](mailto:biking@dickinson.edu) or just stop by the Handlebar during our hours! It would be wonderful to see more faculty and staff mentoring and working alongside the student volunteers. FAS with bike repair experience can open up the handlebar outside of already scheduled hours.

For any students that are interested in being a Handlebar volunteer, e-mail [biking@dickinson.edu](mailto:biking@dickinson.edu), or wait to find out about a volunteer training date, which will occur later in the semester!

### **Beginner bike classes: Saturday March 29 and Sunday, March 30, 2 p.m.**

Want to learn how to ride a bike? Maybe you know how to ride, but aren't confident riding on the road. Join CSE and the Dickinson Outing Club for beginner cycling training. You'll learn the basics of balance, braking, shifting gears, and being a safe rider. DPS red bikes are available upon request. Sign up by replying to the blog posts at <http://blogs.dickinson.edu/outing-club/events/>.

### **Bike to Farm potluck: Sunday, April 27, 11:45 a.m.**

The semesterly Bike to the Farm Potluck will take place Sunday April 27. The day will include a bike ride out to the Dickinson College Farm, a couple hours of good food, a bonfire, music, and games, and a ride back to campus - a total ride distance of 13.4 miles. To accommodate various riding skills, there are five speed groups that people can divide themselves into.

If you are interested in participating in the Bike to the Farm Potluck, RSVP to [sustainability@dickinson.edu](mailto:sustainability@dickinson.edu). Red bikes from DPS will only be available for riders who can demonstrate basic riding competency (please e-mail [herrmant@dickinson.edu](mailto:herrmant@dickinson.edu) for more information). Riders should meet at the Kaufman parking lot at 11:45 am. For new riders who want to learn better cycling techniques for the longer ride, sign up for one of the beginner bike classes!

### **Bike to Work Day celebration: Thursday, May 1**

May is National Bike Month, sponsored by the League of American Bicyclists. Since 1956, National Bike Month has promoted the benefits of bicycling — encouraging everyone to explore and enjoy the great outdoors through bicycling. Dickinson will be participating in Bike Month by celebrating Bike to Work Day on Thursday, May 1. You're encouraged to ride your bike to campus and participate in a short ride around campus led by President Roseman. If you'd like tips on how to commute to work, e-mail [sustainability@dickinson.edu](mailto:sustainability@dickinson.edu) and check out [blogs.dickinson.edu/dickinsonbikes](http://blogs.dickinson.edu/dickinsonbikes) for helpful resources and guides.

Source: <http://bikemonth.com>

### **National Bike Challenge: May–September**

Log your cycling with the National Bike Challenge! Whether you ride for fun, fitness, commuting, or running errands, log your bike miles from May 1 to September 30. The National Bike Challenge is a nationwide event uniting thousands of current bicyclists — and encouraging countless new riders. In its simplest form it is a logging center for users to record miles ridden and be part of the national community of bicyclists. It is a free and easy way to challenge yourself, colleagues and the greater community to ride more. Users compete on a local, state and national level. The Challenge aims to unite 50,000 riders to pedal 30 million miles from May 1, 2014 until September 30, 2014. Now in its third year, the Challenge is a successful partnership between the League of American Bicyclists and Kimberly-Clark's Scott Natural Brand. Sign up now and get motivated to ride: <https://nationalbikechallenge.org/register>. Make sure to join the Dickinson College team when you sign up!

## FARMERS ON THE SQUARE with Friends

Shop at Farmers on the Square (FOTS) with fellow Dickinsonians for nutritious, fresh foods grown by local farmers and receive \$5 tokens to use at the market. Add to the fun and receive more tokens by cooking and sharing a meal of foods bought at FOTS with co-workers and students. Multiply the health benefits by walking or biking to the Market (sorry, no additional tokens for this; walking and biking pay for themselves in better cardio-health, less gas money, and a happier planet). Watch for more details of this new, innovative program in the May issue of Vitality!

For information about the Farmers on the Square program, please e-mail [Sustainability@dickinson.edu](mailto:Sustainability@dickinson.edu).

## Dickinson's Night Off



You work hard to make Dickinson the wonderful place that it is, just as you work hard to take care of your family and children. And you deserve a night off! A night to go out to dinner or a movie, or maybe even just a night to go shopping without anyone asking "Are we done yet?" every five minutes.



Dickinson's chapter of *Alpha Lambda Delta* (ALD, a national honor society) wants to give all members of the Dickinson community a chance to have a night off! As of February 21, 2014, **ALD** will offer babysitting services for children ages 3 years and up on the first and third Friday of every month in Althouse. We will be there from **6 to 10 p.m.**, and you may drop your child(ren) at any point during those hours! A fee of **\$10 per child** will go toward sponsoring future **ALD** events and providing scholarships to deserving members of the honor society.

From 6 to 10 p.m., your children will be supervised by ALD members while they play games and watch movies. They will be provided with snacks, so please inform the supervising members of any food allergies and/or restrictions.

If you have any questions about Dickinson's Night Off, please send them to [ald@dickinson.edu](mailto:ald@dickinson.edu).



## Marathon-in-a-Month: February Winner

Congratulations to **Karen Sanders**, *Leadership Giving* for being the February monthly winner of the Marathon-in-a-Month monthly participant drawings for a **\$25 Visa gift card**. The Marathon-in-a-Month is a month-long, cumulative walking activity, beginning on the first of each month and running through the last day, to reach a total of **26.2 miles or more** for each calendar month. Participants simply walk several days per week on selected or individual walking routes to reach the mileage goal. Mileage must be submitted to Human Resource Services by the fifteenth of each month following completion of the marathon miles (i.e. submit by March 15 for the month of February) to be eligible for the monthly drawings. For more details or to request a form to record your marathon miles, please send an e-mail to [devwell@dickinson.edu](mailto:devwell@dickinson.edu) or call ext. 1026.

## HOLISTIC HEALTH INCENTIVE PROGRAM CHALLENGE 2013-2014

The HHIP Challenge for 2013-2014 began on July 1, 2013 and is in full swing with **273** staff (28.6%), completing the first step of the two-step challenge – the Biometric Screening. Additionally, **174** (18.2%) staff have also completed the health risk assessment (HRA), which is the second part of the challenge. To date, **166** have earned a \$100 Visa gift card reward! The Challenge continues through June 30, 2014 with the next opportunity to complete the Biometric Screening on **Tuesday, April 22** from 7:30-9:30 a.m. in HUB side rooms 201-203. To learn more about **how you can earn a \$100 Visa gift card** for less than one hour of your time, please visit the Employee Wellness/Incentives webpage under Human Resources Services.

# Professional Development & Wellness Events

For detailed information about any of these programs, go to the Events Registration System in the CLIQ application via the employee Gateway (<http://gateway.dickinson.edu>), e-mail us at [devwell@dickinson.edu](mailto:devwell@dickinson.edu), or call ext. 1503.

## Nutrition & Biometric Screening Results Information Sessions

*Presented by Chris Rudy, RD LDN*

**Wednesday, April 9 | Allison Community Room**

**Wednesday, May 7 | Stern Center, room 102 | Noon–1 p.m.**

Do you have nutrition questions related to your biometric screening results? Dickinson's dietitian will review nutrition recommendations related to lowering cholesterol, lowering blood pressure, diabetes prevention, and nutrition management of diabetes and establishing healthy lifestyle habits to reach or maintain a healthy body weight.

*(HHIP: Nutrition)*

## QPR Suicide Prevention for Everyone

*Presented by Alecia Sundsmo,*

*Executive Director of the Wellness Center*

**Tuesday, April 15 | Althouse 207 | Noon – 1 p.m.**

QPR is a nationally recognized program to help everyone recognize the signs of suicide and how to question, persuade, and refer someone to get help. Participants will receive a booklet that summarizes the information provided in the lecture as a reference guide. This program is open to both employees and students at Dickinson. Registration is required and is available via email to [caps@dickinson.edu](mailto:caps@dickinson.edu). *(HHIP: Emotional Wellness)*

## ReviewSnap Refresher Workshops

*Instructors: Jeanette Gribble & Denise Houser*

**Information Commons Classroom, Library Lower Level**

**9-9:30 a.m.**

The annual performance review period for 2014 is beginning as we start off a new year. ReviewSnap refresher workshops are offered for all who would like to brush up on their online access skills for completing the review process. Please plan to attend one of the following dates by registering in CLIQ:

- Monday, April 21
- Thursday, May 22
- Wednesday, June 11
- Wednesday, July 23

*(HHIP: Intellectual Wellness)*



## Free Blood Pressure Screenings

*Bonnie Berk, MS, RN, HNB-BC, ERYT*

**Spring Session Dates: Mondays, April 21 & May 19**

**Mary Dickinson Room, HUB**

**Noon-1 p.m.**

**No registration required ~ Walk-ins welcome and expected!**

*(HHIP: Physical Wellness/Preventive Health Screens)*

## Biometric Screening

*Administered by Holy Spirit Hospital*

**Tuesday, April 22**

**HUB side rooms 201-203**

**7:30–9:30 a.m.**

The Biometric Screening provides a snapshot of your health looking at your total cholesterol, glucose, blood pressure, height, weight, waist circumference and body mass index (BMI). It is a collective review of your risk factors for developing heart disease, stroke and diabetes known as Metabolic Syndrome. The number of people with metabolic syndrome increases with age, affecting more than 40 percent of people in their 60s and 70s. Several factors increase your risk for developing the syndrome—high blood pressure, high cholesterol, diabetes or high blood sugar, a lack of physical activity, smoking, and family history. Monitoring your blood pressure, blood glucose, cholesterol levels and BMI gives you the ability to stay on top of your overall health. Knowing your numbers provides the information to you for conversations with your personal physician. Do you know your numbers? If not, please register for this free health screening.



## Transgender 101/Gender Non-Conforming Training

*Brian Patchcoski, Director of the Office of LGBTQ Services*

**Wednesday, April 23 | Althouse 110 Noon–1:30 p.m.**

In this training, learn about the wide variety of gender identities that fit within the umbrella term “transgender.” Participants will consider the difference between sex and gender, examine gender diversity, and discuss practical steps they can do to make transgender people feel safer. Training is appropriate for students, staff, and faculty; some general knowledge about the LGBTQ community is preferred. A recommended, but not necessary, prerequisite to the Transgender 101 training is the Pride @ Dickinson Safe Zone training. Feel free to bring your own lunch. Beverages will be provided.

## Fueling for Exercise

*Presented by Chris Rudy, RD LDN*

**Wednesday, April 23**

**Stern Center, room 102**

**Noon–1 p.m.**

Are you a weekend warrior, moderate exerciser or a competitive athlete? Come and learn nutrition recommendations based on your exercise intensity and duration. Identify foods that will provide optimum athletic performance and how to best fuel for pre- and post-exercise

## Wellness Fun Run/Walk

*Co-hosted by  
Human Resource  
Services and  
Intramurals &  
Recreation*

**Thursday, April 24**

**Britton Plaza**

**11:30 a.m. – 1:30 p.m.**

Come together as a college community and join in the fun for the annual Wellness Fun Run/Walk. This event provides an opportunity to enjoy some fresh air and sunshine while offering a boost to your psyche through the benefits of cardiovascular exercise. Walk 1.5 miles or run 3 miles on a designated route between 11:30 a.m. – 1:30 p.m. Please plan to participate in this free fitness activity and add to your Spring into Fitness Challenge minutes or just have fun. Registration begins at 11:30 a.m. on Britton Plaza. Free t-shirts to the first 100 registrants!

## Asthma & COPD Information Session

*Presented by Maryann Brogden, ND,  
MSN, RN of Holy Spirit Health System*

**Friday, April 25 | Stern Center, room 102**

**Noon–1 p.m.**

Asthma is a chronic, or long-term, disease that inflames and narrows the airways of your lungs. Asthma causes a variety of symptoms that can worsen at any time,



## Eldercare

*Presented by Heidi Roeder, M.S., LPC, LMFT, Franco Psychological Associates*

**Thursday, April 24 | HUB Social Hall West | Noon–1 p.m.**

Today, many people between the ages of 35 to 60 find themselves caring for parents, yet at the same time aren't finished raising their own children. This "Sandwich Generation" faces loads of challenges. High levels of stress and "burn-out" can overwhelm us unless we find useful ways to care for ourselves. This "lunch and learn" workshop will help you learn new strategies, find support and gather resources for those caught in the middle of caretaking the young and the old.

*Heidi B. Roeder, M.S, Licensed Professional Counselor and Licensed Marriage and Family Therapist of Franco Psychological Associates, your EAP Provider.*

making breathing difficult. Unfortunately, there is no cure for asthma. Even when you are not having symptoms, you still have inflammation in your lungs. However, by working closely with your healthcare provider to manage your asthma, you may be able to help get your symptoms under control. Chronic Obstructive Pulmonary Disease (COPD) is only one of a group of closely related chronic lung diseases. COPD is not one disease, but a bigger term used to describe chronic lung diseases that limit your airflow and make it hard to breath. Attend this information session to learn more about these diseases and how to manage them. Participants will learn the key factors between COPD and Asthma, how to recognize asthma triggers, how to recognize the symptoms of a COPD exacerbation, and also how to recognize and respond to a breathing emergency associated with COPD or Asthma.

## College Preparation Information Session (2-session series)

*Hosted by Human Resource Services*

**Thursdays, May 8 & 15**

**Althouse G07**

**Noon-1:15 p.m.**

Human Resource Services, Admissions and Financial Aid, in conjunction with the Cumberland Valley High School are sponsoring a two-part session for employees and their families to learn more about the college selection and financial aid process. The program will provide guidelines for starting the college search while attending high school, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson's three tuition programs. We encourage all parents to attend if your child is a junior or senior in high school and planning to attend college. Please register for this session by Thursday, May 1. Beverages provided.

*(HHIP: Intellectual Wellness)*

# Professional Development & Wellness Events

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## Preventing Workplace Harassment

*Presented by Dana Scaduto and Steve Riccio*

**Non-Supervisors**  
Thursday, May 15  
Stern Great Room  
9:30-10:30 a.m.

**Faculty & Supervisors**  
Thursday, May 15  
Stern Great Room  
2:30-4 p.m.

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we have revised our training approach to further increase the awareness of workplace harassment at the college. Our training requirements have been modified to reflect our obligation to provide a hostile-free work environment for all Dickinson employees and students. As of February 2012, all employees of the college must complete the Preventing Workplace Harassment training program each year.



## Crucial Conversations

*Presented by Steve Riccio*

**Tuesdays & Thursdays, May 20, 22, 27 & 29**  
9–10:30 a.m. | Stern Center, room 102

A crucial conversation is a discussion between two or more people where stakes are high, opinions vary, and emotions run strong. As you know, these conversations, when handled poorly or ignored, cause teams and organizations to get less-than-desirable results. The program is designed to achieve spirited, yet respectful, dialogue helping to incorporate better ideas and high-quality decisions.

## Special Policy Reminder: Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs, providing enrichment for staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the **Gateway** via CLIQ or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our policy requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.