

Vitality

Dickinson

Human Resource Services

August 2016

Volume XI | Issue 1

Summer Picnic— Friday, August 5

North Middleton Park Picnic Pavilions
1701 Waggoners Gap Rd. | Carlisle, PA 17013
4:30 p.m.–Dusk

FOOD, FUN & GAMES FOR ALL!

The 2016 summer picnic activities include guessing games, Bingo, a bounce house, balloon animals and face-painting, and a few special surprises. To add to the fun, the 2016 *United Way Pacesetter Campaign committee* will also hold a 50/50 raffle and kick-off the annual parking-spot raffle at the picnic. Proceeds from these raffles benefit our community directly, as 100% goes directly to help those in need via the 27 partner agencies and programs through United Way.

SPECIAL REMINDER: *Attendees at the annual picnic are reminded to park only in the designated parking lot areas and to not park in the grass.*

Charter Day— Save the Date!

Celebrating Philanthropy Past & Present
Friday, September 9 | 4:45–7:30 p.m.
The John Dickinson Campus, Academic Quad

The annual Charter Day picnic gathers our faculty, staff and students to commemorate the signing of the college's charter in 1783 and celebrate our rich history of philanthropy at Dickinson. Join the Office of Engagement & The Dickinson Fund for food and fun.

Swing Into Summer Fitness Challenge 2016!

Looking for something to keep you active over the next several weeks? Beginning the week of July 17-23 through August 20-27, we are offering a fun, Swing Into Summer Fitness Challenge to all Dickinsonians who wish to participate. *For this six week Challenge*, we are asking you to track your exercise minutes (the same as we did in the spring semester), and to report them on a weekly basis online in a Google Form—*just for fun...* and maybe a few prizes or surprises! We began the Spring Into Fitness Challenge with a virtual Walk-around-the-World via Dickinson's Global Education sites and, as a group, we made it half-way around the world in the spring. Our challenge for the summer—to see if we can make it the rest of the way back to Carlisle by the end of the Summer Fitness Challenge, which closes on Saturday, August 27. Please visit the Swing Into Summer Fitness Challenge webpage for details!

To join the Summer Fitness Challenge, simply complete and submit your Exercise Minutes online via the Reporting Google Form at the end of each week (reporting link shown below):

<http://goo.gl/forms/0sgxcgSGmEN1yiG63>

2016 United Way Pacesetter Campaign



Dickinson has been asked to be a Pacesetter for the United Way of Carlisle & Cumberland Valley's annual campaign once again this year. That means

that we're holding our campaign early—wrapping up in early September—to help set the pace for the larger community's fall campaign.

Our goal for this year's campaign is \$35,000 and 15 percent participation by Dickinson employees. Because all of the fundraising costs are underwritten by Allen Distribution, Keen Transport, Hooke Hooke & Eckman, M&T Bank and proceeds from Dickinson's U-Turn, **100 percent of your contribution goes directly to community programs** providing everything from educational opportunities for children to food for those who cannot afford it.

You should be receiving your 2016 Campaign Pledge form through campus mail in early August. To support the campaign and help make a difference in Carlisle and throughout Cumberland County, please fill out the form and make your donation by August 31. If you would like to contribute directly to any of the United Way funded agencies, you can designate your contribution accordingly as part of your United Way gift.

PRIZES AND RAFFLES

In addition to the annual 2016 United Way Campaign raffle prizes, employees at Dickinson who makes a gift during our Pacesetter campaign are also eligible to win prizes that include a Kindle Fire, CSA Shares and other items to be announced. Watch for the **parking-spot raffle** at the annual summer picnic for another fun way to support the campaign (tickets are \$1 each, 6 for \$5, or 20 for \$10, *and the drawing is scheduled for August 26 at 4 p.m.*) and a **special Back to School raffle on Wednesday, August 17** in the HUB (tickets are \$1 each; 6 for \$5; or 20 for \$10, *and the drawing will be at 2:30 p.m. on August 17*) Thank you for considering making a gift to this year's campaign!



American Heart Association

life is why™

Fit-Friendly Workplace

American Heart Association Platinum-Level Designation!

The American Heart Association (AHA) has recognized Dickinson as a **Platinum-Level Fit-Friendly Worksite for 2016**, a national honor that acknowledges the college's commitment to encouraging and supporting physical activity, healthy eating and a culture of wellbeing on campus. The AHA highlights employers who show progressive leadership and concern for their employees on its annual Fit-Friendly Worksites honor roll and offers resources to further assist honorees in promoting employee health and wellness.

As part of our **Fit-Friendly Workplace** activities for 2016, we hope to participate in the 2016 Capital Region Heart Walk on Saturday, September 24 at the Giant Center at Hersheypark. Anyone interested in joining the Dickinson College team is asked to send an email to devwell@dickinson.edu, or to register in CLIQ via the Gateway. More details to be shared!

Aetna Individual Consultations

Dickinson's medical/prescription drug plan has transitioned from HealthAmerica to Aetna effective July 1, 2016. Members should have received new ID cards from [Aetna](#) and can access Aetna's broad network, pharmacy information and resource tools to be better consumers of healthcare by logging into Aetna Navigator at www.aetna.com. Aetna will be on campus to help answer your claims questions, inquiries regarding your medical, prescription, and mental health services and help you understand what renewing on an Aetna plan means for you. Registration through CLIQ via the [Gateway](#) is preferred but not required, as walk-ins are welcome. Please bring any documents pertaining to your questions such as explanation of benefits or bills, if applicable.

WEDNESDAY, AUGUST 3

HUB Mary Dickinson Room | 8:30 a.m.–4:30 p.m.

WEDNESDAY, AUGUST 24

HUB Mary Dickinson Room | 8:30 a.m.–4:30 p.m.

Retirement Planning Sessions

TIAA-CREF Individual Counseling Sessions

A TIAA-CREF representative will be on-campus during the fall semester on:

- **THURSDAY, SEPTEMBER 15** HUB side room 205
- **WEDNESDAY, OCTOBER 12** HUB side room 205
- **MONDAY, NOVEMBER 14** HUB side room 205
- **THURSDAY, DECEMBER 8** McCauley Room, Old West

To schedule a personal meeting with TIAA-CREF, please visit 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 fall semester on:

- **FRIDAY, SEPTEMBER 30** HUB side room 205
- **WEDNESDAY, NOVEMBER 9** HUB side room 205
- **MONDAY, DECEMBER 5** HUB side room 205

To schedule a personal meeting with Fidelity, please visit 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.

TIAA-CREF/ Fidelity eDelivery

*Important Fee Disclosure Information
regarding Dickinson College Retirement Plan*



**Notice to All employees
eligible or participating
in the Dickinson College
Retirement Plan**

In compliance with the Department of Labor regulations, during the month of August 2016 you will receive important information regarding the expenses and fees related to your retirement investments. This information is provided to ensure you have all the information you need to take full advantage of retirement plan options for both TIAA-CREF Financial Services and Fidelity Investments. If you regularly have access to a PC you will receive this information via email or you will receive a hard copy by mail if you do not work in an office.

Please note: **NO ACTION** is required. This information is being provided in compliance with the Department of Labor requirement to provide consumers with more information about fees and expenses related to their retirement investments. For questions, more information or if you do not receive this information, please contact Human Resource Services at ext. 1503 or via email to hrrservices@dickinson.edu.

Dental Health Tips

Algebra, vocabulary, history class, and oral health—wait, what?! Back to school time is busy and full of new activities. However, don't forget about taking care of your children's teeth. The CDC reports that tooth decay affects U.S. children more than any other chronic infectious disease. There are things you can do to help prevent dental disease and make oral health fun for your student:

- **TOSS THE SUGARY SNACKS AND DRINKS:** It's hard for kids to eat and drink right with so many activities during the day, but unhealthy snacking between meals bathes their teeth in sugar and wears down tooth enamel. Pack school lunches with healthy alternatives to keep both mouths and bodies happy.
- **WEAR A MOUTH GUARD:** They may not be a typical part of your child's sports uniform, but they are smart! Typically, a mouth guard will protect upper teeth from injury during sports. If your child plays sports, a mouth guard can make a difference in preventing broken teeth, a broken jaw or even a season-ending concussion.
- **BRUSH AND FLOSS:** The foundation of good oral health is proper home care. Make sure your student is brushing at least twice a day and flossing once a day. For busy teens, buy a travel-size toothbrush/toothpaste kit and portable flossing sticks to encourage healthy behaviors.
- **SEE YOUR DENTIST:** Make sure your child visits the dentist regularly. Discuss sealants and ask if your child is receiving the proper amount of fluoride. Both protect the teeth against decay.

To find a dentist and schedule an appointment for your child, visit United Concordia's website: <https://www.unitedconcordia.com/find-a-dentist/>

You can learn more about your dental benefits and oral health information by registering on My Dental Benefits: www.unitedconcordia.com

New Hires

JUNE 2016

Catherine Balascio, *Financial Operations*

Andrew Carney, *Dining Services*

Freya Gibbon, *Library Services*

Tina Gutshall, *Facilities Management*

Ian Long, *Dining Services*

Elaine Paulus, *Dining Services*

Michael Raudabaugh, *Enterprise Systems*

Kirk Swenson, *College Advancement*

Elizabeth Wilford, *Organic Farm*

Sharmia William, *Dining Services*

JULY 2016

Maiko Arashiro, *Environmental Studies*

Harpreet Bedi, *Mathematics & Computer Science*

Frank Boardman, *Philosophy*

Amy Boone-McCreesh, *Art & Art History*

Varsha Chitnis, *Women's, Gender & Sexuality Studies*

Vy Dao, *Sociology*

Rachel Eng, *Art & Art History*

Lila Ellen Gray, *Music*

Diane Grosenbach, *Dining Services*

Peter Leavitt, *Psychology*

Amanda Lewis, *History*

Nicola Lucchi, *Italian*

Kimberly McNair, *Africana Studies*

Sheela Jane Menon, *English*

Casey Nichols, *History*

Tammy Owens, *Africana Studies*

Andrew Pile, *Athletics*

Naila Smith, *Psychology*

Nicholas Soderstrom, *Psychology*

Stephen Strickland, *Physics & Astronomy*

Frank Vitale, *Library Services*

Xiaolu Wang, *International Business & Management*

Laura Watson, *Physics & Astronomy*

Raven Baytops, *Office of Admissions*

Joshua Martin, *Academic Technology*

Paula Peiper, *Dining Services*

Cary Rhodes, *Intramurals & Recreation*

Community Programs

COLLEGE FARM: CAMPUS SUPPORTED AGRICULTURE

The month of August on the College Farm tends to be hot, humid and dry—much like a typical July. At first glance, the heat of mid-summer might seem unbearable for the people who work outside all day. However, it never ceases to amaze me how our bodies adapt to the growing temperatures and humidity. Farmers much like the students and staff who work together to grow food for the Dickinson community develop strategies for beating the heat. As you might imagine, essentials like hats, plenty of water, long sleeved shirts are quickly learned. What might not immediately come to mind are tactics like storytelling, word games and popsicle breaks. We, like many of the plants that grow on the farm develop systems for staying hydrated, healthy and sane.

This time of year the farm begins to harvest summer favorites like tomatoes, bell peppers, hot peppers and eggplant. The shade of green from spring and early summer crops give way to a more diverse color palette as red, orange, purple, yellow and white colored vegetables begin to fill our crates on harvest days. Members of the farm's Campus Supported Agriculture (CSA) Food Co-Op are learning new recipes for better integrating the varied seasonal produce available each week and hopefully considering how best to preserve some of the bounty for use in meals over the winter.

If you are interested in learning more about the College Farm's CSA program please contact farm@dickinson.edu. There is always space for new members and the coming months will be filled with a great variety of crops. In addition to vegetables, the College Farm also offers a selection of grass-fed beef from cows raised on our farm plus pastured eggs and lamb. If fresh produce is not your thing please consider stopping by the College Farm's weekly Produce Stand located on Britton Plaza (rain location in the lower HUB) each Friday from 11-2 where, in addition to fresh produce you can find canned goods and even popsicles made from ingredients grown on the farm!

There are ample opportunities to eat well AND in season as employees and students of Dickinson College. We encourage you to explore what the College Farm has to offer and to feast on crops raised with care by members of the Dickinson community.

GOING GREEN

In an effort to reduce landfill waste, the Center for Sustainability Education (CSE) has collected several hundred brand new bedding bags through operation "Green Move-In" the past few years. We have heavy-duty, zippered, plastic bags of various sizes and styles—they are great for storing, sorting, moving, etc. If you have any need for these bags or have ideas to reuse them please contact our office at sustainability@dickinson.edu or 717-245-1781.

FARM FROLICS

Saturday, September 3 | 2-4 p.m.

- Live Music
- Hearty Farm-Grown Snacks
- Lawn Games plus Farm Olympics!
- Fun and interactive learning opportunities led by campus clubs and programs
- Tours of the College Farm
- Transportation will be provided!

More details to come, watch for announcements.

For more information, please visit: <http://blogs.dickinson.edu/farm/farm-frolics/>

SKYPE FOR BUSINESS

We all probably know someone that lives up to the zero inbox ideal. For most of us, though, managing the daily deluge of incoming communication can be overwhelming. There are plenty of tools built into email applications to help us sort our mail—even discard what we find irrelevant. But, could we do better? Are there other tools available that can make us better at managing email? What if there was a tool that could do that, but more? There is one. And we have it—it's called Skype for Business.

Email does the heavy lifting in the work communication department. However, new tools, like Skype for Business, give us the ability to communicate more nimbly. While email is still a great tool to use in many circumstances, Skype is perfect for quick, informal discussions, screen sharing (a helpful feature), and meeting with members of a group who are geographically separate from one another.

Just think about how much cleaner our inboxes might be without messages like “I have a quick question...”, or “Are you free for lunch...”, or “Do you have time to meet with me at 2 p.m.?”

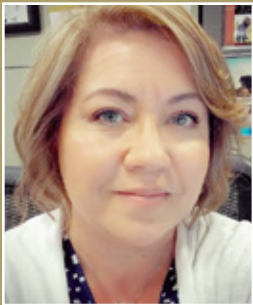
You don't have to do anything to get Skype for Business—you already have it. Interested in learning more? Email Angella Dagenhart at dagenaa@dickinson.edu.

BE IN THE KNOW

On Friday, July 8, User Services debuted its new Knowledge Base. This resource provides instant, searchable solutions for common issues users face with their technology, as well as answers to frequently asked questions.

The Knowledge base, accessed at www.dickinson.edu/knowledgebase, is intended to be the first step in your troubleshooting process. If, however, you are unable to find a resolution to your problem, you have the opportunity to submit a Helpdesk ticket or request training directly from the platform. Additionally, you can suggest knowledge articles on topics or issues that you would find helpful.

Professional Development & Wellness Events



Work Life Balance, Wellbeing, and the Culture of Dickinson

A Testimonial by Angella
Dagenhart, User Services

Life can get away from you. You don't mean for it to happen, but competing priorities, stressful circumstances, and unexpected obligations can throw you off the life course you've plotted. When I started here on August 24, 2015, I was recovering from just such a period of life disorientation. People handle these moments of disequilibrium differently. Me, well I tend to put myself last on my to-do list. But, that's hard to do here at Dickinson.

I'm not gifted with a robust metabolism. It's sluggish on its best days, and I have to work at maintaining a healthy weight. With all that was going on in my life, I hadn't made time to move and was eating what was quick and convenient. Not surprisingly, I put on weight—a lot of weight.

When I joined the User Services team, though, things began to change. It quickly became apparent to me that Dickinson values wellness. Several members of our team walk in the afternoon and, thankfully, let me tag along. My cubical neighbor invited me to go with her to meditation which, surprisingly, I really enjoyed. I signed up for each biometric screening offered (knowledge is scary, but powerful). I bought a Fitbit and participated in the **2016 Spring into Fitness Challenge**.

I've always heard that weight loss has little to do with going on a diet and everything to do with making lifestyle changes. I'm so thankful that maintaining a healthful lifestyle is something Dickinson cultivates. Though I've got a way to go before I am within a healthy weight range, I'm excited to be where I am. I'm also excited about the new Dickinson College and UMed Gym Carlisle 6-month lifestyle program, U-First™, which I hope to participate in. Mostly, I'm excited and grateful to be in an environment that not only values the work that I do, but values the person that I am.

Protecting Our Community

Presented by Dana Scaduto & Dennette Moul

Tuesday, August 23

NON-SUPERVISORS

Althouse 106

9:30–10:30 a.m.

FACULTY & SUPERVISORS

Althouse 106

2:30–4 p.m.

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we offer educational programs to assist all employees with recognizing and addressing potential harassing and discriminating workplace behavior. Our program involves a combination of in-person and web-based modules to provide a comprehensive approach to ensuring that all employees receive the information necessary to recognize, address and support a harassment and discrimination free workplace.

New employees are required to complete two web-based modules—Workplace Harassment Prevention and the Campus Save Act—and attend Protecting Our Community within the first year of employment.

Faculty and Staff are required to complete the two web-based modules—Workplace Harassment Prevention and the Campus Save Act—once every two years and attend the facilitator-led Protecting Our Community once every 6 years.

This revised program addresses workplace harassment and discrimination, how and where to report issues, and the protection of minors.

(HHIP: Intellectual Wellness)

Free Blood Pressure Screenings

Susan Dworsak, Wellness Works,

Carlisle Regional Medical Center

MONDAYS, August 15 and September 19

Mary Dickinson Room, HUB | Noon-1 p.m.

No registration required—Walk-ins welcome and expected!

Professional Development & Wellness Events

Understanding FERPA

Presented by Karen Weikel, Registrar

Wednesday, August 24 | Althouse 206 | 10–11 a.m.

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of students with respect to information maintained in their education records. Every Dickinson College employee who has access to such information has an obligation to maintain this confidentiality and to protect student privacy. What is an “education record”? What is “confidential information”? What information can you share? Under what circumstances can you share information and with whom? Come learn about FERPA and how to meet your responsibilities under this statute. Bring your own lunch to enjoy during the event.

Understanding Self-Efficacy and Overcoming Barriers

Presented by Carlisle UMed Gym

Wednesday, August 17 | Rector Science Complex, Stafford Auditorium | Noon–1 p.m.

Many individuals have a strong desire to make positive lifestyle changes, however, face significant barriers such as time, finances or confidence. This course will review the self-efficacy which reflects confidence in the ability to exert control over one’s own motivation, behavior, and social environment. Attendees will learn how to appropriately assess their own self-efficacy and develop strategies for improvement to ensure success. (HHIP: Emotional Wellness)

Weight Watchers—Free Open House Session: Wednesday, August 24

Meeting Leader: Billie Rae Lerew

FALL SEMESTER 12-WEEK SESSION, WEDNESDAYS: August 31–November 16 | HUB side rooms 201-202 | Noon–1 p.m.

Please attend the **FREE**, open-house session on **Wednesday, August 24** to find out about the very successful Weight Watchers program! Weight Watchers program incorporates the best and the latest in nutritional science and research. It has been rigorously tested and reflects more than a decade of innovation that will now be presented to members as the best weight loss program possible to help motivate people to eat more healthfully and help them succeed at losing weight. The regular meetings during the 12-week fall program provide the inspiration and tools needed to succeed in your journey to health and wellness. Registration (and fee information for the 12-week program) is available through the **CLIQ** in the **Gateway** for the **FREE** open house and the fall session! (HHIP: Nutrition/Weight Management)

PHYSICAL WELLNESS PROGRAM | INCENTIVE REWARD WINNERS FOR JUNE & JULY

Congratulations to **Deb Bolen**, Registrar’s Office, and **Sheri Davis-Cordell**, Education, for being the wellness participation winner for the months of June and July 2016, for participation in exercise/fitness programs during the month of May and June! Eligibility for the monthly incentive drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random incentive reward drawing will be held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via CLIQ will automatically be included in 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 or call ext. 8084.

WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT
HTTP://GATEWAY.DICKINSON.EDU, E-MAIL DEVWELL@DICKINSON.EDU, OR CALL EXT. 1503.



Mid-Day Meditation

Instructor: Renee Warren

TUESDAYS: August 30–October 11

October 25–December 6

Memorial Hall, Old West | 12:15–12:45 p.m.

Meditation is a simple process that relaxes the body and mind within minutes and allows you to experience a profoundly restful state that is seldom experienced outside of deep sleep. Meditation reduces stress levels by allowing the mind to settle into a state of calm, restful alertness, which carries over into all aspects of daily life. Meditation practice establishes new connections in the brain that allows us respond more positively and creatively to stressful situations. *(HHIP: Emotional Wellness)*

Eating for Health

*Presented by Tiffany Waardenburg, RD, LDN, ACSM-CPT
and Carlisle UMedGym*

Thursday, September 8

Stern Center, room 102 | Noon–1 p.m.

Eating the right foods supports your mind and body in a multitude of ways. Good nutrition plays a crucial role in meeting health and wellness goals. Did you know that 75% of weight loss comes from diet, while only 25% comes from exercise? Come learn about the basics of nutrition, how hormones effect appetite and hunger, and guidelines for what foods to eat and avoid to help you be successful with your goals to support your own health and wellbeing!

(HHIP: Nutrition/Weight Management)

Wellness Info Session: Lyme Disease

*Presented by Wellness Works,
Carlisle Regional Medical Center*

Friday, September 9

Stern Center, room 102 | Noon–1 p.m.

Lyme Disease impacts lives in so many ways. A simple tick bite unnoticed may cause a variety of health issues if an infection takes hold. Plan to attend this information session to learn more about ways to prevent and protect against tick bites, symptoms of infection, and what to do if you have been bitten. *(HHIP: Preventive/Physical Wellness)*

Women's Health & Nutrition—

Three-Session Series

Presented by Pennina Yasharpour, RD

TUESDAYS: September 13–27

Stern Center, room 102 | Noon–1 p.m.

Attend this series of nutrition roundtable sessions during the month of September to learn more about nutrition for women. Special focus topics may include Eating to fuel fertility; Candida Diet; Menopause; Vitamins, Minerals & UTI supplements; Eating for a Healthy Pregnancy and more. *(HHIP: Nutrition/Weight Management)*

Preparing & Saving for Retirement

Presented by Heidi Duckworth of TIAA-CREF

Friday, September 16

Stern Center, room 102 | Noon–1 p.m.

Believe it or not, your retirement starts now. No matter how old or young you are, or where you are in your career, your retirement begins when you start saving for it. Join us for an interactive exploration of retirement saving and learn how to help create an effective plan to help maximize your retirement potential. TIAA-CREF's workshop leader will help you:

- Understand the real benefit of time in regard to saving
- Learn the essential features of retirement investments
- Gain the confidence you need to create or modify your own retirement plan

(HHIP: Financial Wellness)

Professional Development & Wellness Events

Free Biometric Screening

Administered by Wellness Works, Carlisle Regional Medical Center

Thursday, September 15 | Mary Dickinson Room and HUB side rooms 201-202 | 7:30–9 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. *(HHIP: Physical Wellness)*

Fitness and Exercise Programs begin on campus the week of August 29–September 2. Watch for announcements in Dickinson Today. Registration for these programs and events will be available in CLIQ via the Gateway during the month of August. For a full listing of Professional Development & Wellness programs for 2016-2017, please watch for the upcoming 2016-2017 catalog of events!

Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs, providing enrichment of 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.

Dickinson

**Professional Development and Wellness
HUMAN RESOURCE SERVICES**

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