

Vitality

Dickinson

Human Resource Services

November 2016

Volume XI | Issue 4

Great American Smokeout

Thursday, November 17 | HUB Social Hall West | noon-1 p.m.

Join us from noon-1 p.m. in the HUB Social Hall West for lunch and a kick-off session with Kristen Ruis from Sadler Health Center. Tobacco usage and smoking are tough habits to kick, but having a supportive environment, resources, and taking it one day at a time can help get you on the road to a healthier you!

Thursday, November 17 is the day to start kicking this habit right here at Dickinson. Register now in CLIQ via the [Gateway](#) to reserve your spot for this kick-off lunch and information session!

About 42 million Americans still smoke cigarettes, and tobacco use remains the single largest preventable cause of disease and premature death in the United States. As of 2013, there were also 12.4 million cigar smokers in the US, and over 2.3 million who smoke tobacco in pipes—other dangerous and addictive forms of tobacco. **By quitting—even for one day—you will be taking an important step toward a healthier life—one that can lead to reducing your cancer risk.** It's a race for your health, and it starts today. The Great American Smokeout is the day that quitters win.

Nicotine addiction is a chronic illness that needs to be treated and controlled like asthma or diabetes. Learn about the effects of nicotine on the brain, why it is so addictive, help people see it is more than just a “bad habit” and shed light on why people continue to smoke even though they know it is bad for them. You don't have to ready to quit to learn about your options. Attend this session to become empowered and to learn strategies to make this healthy decision!

***Source: The American Cancer Society www.cancer.org/healthy/stayawayfromtobacco/greatamericansmokeout**

EMPLOYEE HANDBOOK

In keeping with best practices, policies are reviewed and updated regularly, with new policies being added as necessary. Over the past couple of years, the college has been working to comprehensively update the employee handbook, incorporating changes which have been made and clarifying existing policies where needed. The new handbook will be distributed electronically to staff via a Gateway interrupt, with printed copies being shared in areas without ready computer access.

New Year Social—Save the Date!

Saturday, January 14 | Holland Union Building, Social Hall & Dining Hall | 7 -11 p.m.

Details to be announced soon for this annual evening of celebration!

Benefits & Updates

Compliance Announcements & Reminders EMPLOYEE COMPENSATION STATEMENT

The annual employee compensation statements for 2016 will be available via the Gateway in November. Employees without access will receive a paper copy, mailed to their home address. The statement summarizes both the salary and benefits you receive as an employee of Dickinson College. This summary serves as an information tool to assist you in making important decisions for you and your family. Please read the information carefully. If you have any concerns about the statement or questions related to a specific benefit, please contact us at hrservices@dickinson.edu.

Medicare Prescription Drug Plan Creditable Coverage Disclosure Notice

In accordance with the Center for Medicare and Medicaid Services (CMS), all employees who are participating in the Dickinson College group health insurance and prescription drug plan managed by Aetna are required to receive a disclosure notice regarding our plan's creditable prescription drug coverage. These notices were sent in October via email to active participants and via regular mail to COBRA participants. **PLEASE NOTE:** If you or your covered dependents are not currently eligible for Medicare you may disregard this notice. Contact Human Resource Services if you have any questions.

Emeriti Meetings

Tuesday, November 8 | Stern Center, room 102

Take control of your future healthcare needs. Join us for a discussion about your Retirement Health Plan's features and benefits. **The annual Emeriti meetings will be held on November 8 in Stern 102.**

- **CONSIDERING RETIREMENT OR ALREADY RETIRED 9–10 a.m.**

Get an overview of your Emeriti Retirement health Plan, review the 2017 health plan options.

- **STILL WORKING, 10:30–11:30 a.m.**

Emeriti is one of the most tax-efficient ways to save for healthcare expenses in retirement. Find out what this means for you.

AETNA INDIVIDUAL CONSULTATIONS

As a reminder, members can access Aetna's broad network, pharmacy information and resource tools 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, & mental health services and help you understand what renewing on an Aetna plan means for you. Please check CLIQ via the Gateway to register for available appointment times during the fall semester to meet with our Aetna representative. Walk-ins are also welcome! Bring along any documents pertaining to your questions such as explanation of benefits or bills, if applicable.

Aetna will be on campus on the following dates from 8:30 a.m.–4:30 p.m.:

- **Friday, November 11** Mary Dickinson Room, HUB
- **Monday, December 5** HUB side room 202

RETIREMENT PLANNING SESSIONS

TIAA Individual Counseling Sessions

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

- **Monday, November 14** HUB side room 205
- **Thursday, December 8** McCauley Room, Old West

To schedule a personal meeting with TIAA, please visit [their website](#) or call 1-800-842-2010. Appointments may be scheduled with TIAA 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:

- **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.

Retirement Accounts Beneficiary Designation & Updates

AN IMPORTANT PART OF YOUR PLAN FOR THE FUTURE MIGHT BE MISSING...

If you're like many retirement plan participants, you probably selected a beneficiary for your accounts when you started your job and never thought about it since. Keeping your beneficiary information current is one of the most important—and one of the most commonly overlooked— aspects of managing your retirement benefits. If you have not yet designated a beneficiary for your Dickinson College Defined Contribution Retirement Plan, please do so now. It's important to name beneficiaries for your workplace savings plan. In the event of your death, benefits would be paid according to plan rules, which might be different from the designation you would choose. Please take a few moments to name your beneficiaries to ensure that your vested account balance will be distributed according to your wishes.

WHY IS IT IMPORTANT TO DESIGNATE A BENEFICIARY?

Not having up-to-date beneficiaries could mean your money is not distributed according to your wishes. The beneficiaries you name for your Retirement Plan accounts have significant legal standing, as the names provided to TIAA take precedent over any direction in your will. **IMPORTANT NOTE:** *if you are married, your spouse is entitled to at least 50% of your balance unless a spousal waiver is completed and notarized.* Because you may have balances in multiple accounts with the Dickinson College Retirement Plan, you will need to update beneficiaries for each of these accounts.

AVOID COMPLICATIONS AND EXPENSE

If you do not designate a beneficiary, your account automatically defaults to your estate*, which means assets could be subject to probate, where they could be claimed by competing interests. Missing beneficiary information can create significant delays and may result in higher taxes, administrative expenses and executor or attorney fees for those whom you intend to receive your retirement account assets.

You may want to review your beneficiaries periodically to ensure that your designations are up-to-date. If you do not designate a beneficiary, if married, your beneficiary designation defaults to 50% to your spouse and 50% to your estate. Refer to the Summary Plan Description (SPD), which can be obtained from the Plan Administrator, for more details. Help us ensure your beneficiary information is updated by taking action today!

* Most retirement and tax-deferred annuity plans (except for government plans) are subject to joint and survivor requirements ensuring that at least 50% of the value of a married participant's account goes to the spouse unless a waiver has been signed. These joint and survivor requirements supersede any contract beneficiary designations.

TIAA

You can update your TIAA beneficiary designation easily, online or by mail.

Online

- Log into your account at TIAA.org/Dickinson
- Under My Account, select Change Beneficiaries from the Profile section.
- From there, you can designate beneficiaries, and select how much each should receive.

Paper Form

If you prefer, you can complete a paper form and return it by mail. To download a form, visit TIAA.org/beneficiary. To have a form mailed to you, call us at 800-842-2252. For your protection, we cannot change your beneficiary over the phone.

Fidelity

To download the Fidelity beneficiary designation form:

1. Log on to Fidelity Netbenefits@ www.fidelity.com/atwork.
2. Click on "Quick Links" and from the drop down select "Plan Information and Documents."
3. Under "Plan Details", click "403B BENEFICIARY FORM" to open the file.
4. View and print the beneficiary designation form.
5. Complete the form (plan #56444) and mail it back to the address on the form.

If you do not have Internet access, you may call Fidelity Investments at 1-800-343-0860, Monday through Friday, from 8:30 a.m. to 8:00 p.m. Eastern time to request that a beneficiary designation form to be mailed to you. Return your completed form to the address on the form. You should allow approximately two weeks for your beneficiary designations to be processed.

Please be sure to review your choices regularly and update them after certain life events, such as a marriage, divorce, birth of a child, or a death in the family.

Community News & Updates



Hershey Bears 2016-2017 Power Player Rewards Card

Looking for some fun, family entertainment over the winter months? Consider attending a Hershey Bears hockey game at the Giant Center in Hershey, PA. The Hershey Bears Power Player Rewards Card offers discounts on regular season home games, excluding *Hersheypark Pass Nights* (October 23, December 18, January 18, and March 22).

For discounted tickets, click on the link below to obtain the 2016-2017 Hershey Bears Power Player Rewards Card:

www.dickinson.edu/download/downloads/id/5258/hershey_bears_power_player_rewards_card.pdf

For more information about game schedules and ticket purchases:

- Visit www.HersheyBears.com
- Click on **TICKETS**
- Then **GROUP TICKETS**
- On the **GROUP TICKETS** page, click on the **CORPORATE REWARDS CARD** button (*at the bottom of the webpage*)
- Enter the password **"GoBears"** to print the coupon

The coupon can be redeemed at the Giant Center Box Office or by calling (717) 534-3911 and mentioning the Corporate Power Player Rewards Card.

American Red Cross Blood Drive

Facilitated by the American Red Cross Biomedical Services
Friday, November 18 | HUB Social Hall | 10:30 a.m.–4 p.m.

The American Red Cross Biomedical Services is the largest single supplier of blood and blood products in the United States, collecting and processing more than 40 percent of the blood supply and distributing it to some 3,000 hospitals and transfusion centers nationwide. Please consider donating blood to support your local community by participating in this blood drive! For more questions of more information about blood donation to the American Red Cross, please visit www.redcrossblood.org or call 1-800-RED Cross (1-800-733-2767).

15th Annual CenturyLink Turkey Trot 5K Run/Walk Thursday, November 24 | Carlisle Family YMCA | 9 a.m.



Are you looking for a great way to enjoy family, friends and fitness this Thanksgiving? Then look no further than the CenturyLink Turkey Trot—the premiere Thanksgiving

Day race in South Central Pennsylvania. In the past, as many as 3,117 participants have run, walked and enjoyed this celebratory event! The 5K Run / Walk starts and finishes at the Carlisle Family YMCA.

For more information, call (717) 243-2525 ext. 230 or, register now online via the Carlisle Family YMCA webpage link: [2016 CenturyLink Turkey Trot Registration](#).

Commuter Services of Pennsylvania: RideMatch

The **RideMatch** program offered through Commuter Services of Pennsylvania is now available to all employees of Dickinson. The program allows employees to register to be matched with others living and working in similar locations to facilitate carpooling, walking or biking together to help reduce pollution, minimize the use of natural resources, encourage safe practices and save on commuting costs. The partnership agreement supports Dickinson's commitment to educating for a sustainable world, reducing our ecological footprint, cutting our net emissions greenhouse gases to zero, and advancing sustainability goals globally, nationally and in the communities in which we reside, work and study.

For more information or to register with **RideMatch**, please visit <http://pacommuterservices.org> and explore the many sustainable and healthy options for your commute to Dickinson each day through carpooling, biking, walking, and mass transit!

2016 United Way Pacesetter Campaign Prize Winners

Thank you all for your generous donations during the 2016 United Way Pacesetter Campaign this fall. The following is a list of the prizes awarded during the random drawing to donors during the Pacesetter period of this year's campaign:

- **Kindle Fire**, *Lisa Ellerman*
- **Camille Boughman & Associates (half hour massage)**, *Cheryl Kremer*
- **\$50 Farmers on the Square Tokens**, *Kim Flinchbaugh*
- **\$50 Print Center Gift Certificate**, *Helen Takacs*
- **CSA share (4 pick-ups for fall semester)**, *Bonnie Wann*
- **Pedicure**, *Julie Horton*
- **Betsy's Best MTO Granola**, *Dan Steigleman*

If you have not yet made a gift to the 2016 United Way campaign, there is still time through the end of December. All fundraising costs for the campaign are underwritten by local organizations and proceeds from Dickinson's U-Turn. Accordingly, 100 percent of every contribution funds the United Way's 42 local partner agencies, including Project SHARE, the Salvation Army and the YWCA. Employees wishing to participate in the campaign may still make their gift by sending the completed campaign form (sent through campus mail in August) to Miriam McMechen in Financial Operations. Thank you, again, to the campus community for your donations to the United Way!

2016 United Way Day of Caring!

Thank you to all who volunteered during this year's United Way Day of Caring, held on Friday, October 14! Three groups of employees assisted with special projects at the YWCA, Cumberland Crossings, New Life Community Church and also the LEAF project. **Special Kudos** go to all participants for making a positive impact on the Carlisle community!

NEW LEARNING MANAGEMENT PLATFORM

Working closely with LIS, we are in the process of implementing *Totara*, a learning management platform. *Totara* provides a functionally rich learning platform that will enable the college to offer both Dickinson authored and third party online learning, program/event registration, annual performance reviews, job specific learning plans, and a repository for employee transcripts.

Totara is also replacing the college's performance appraisal system, *Review Snap*. Information maintained in the *Review Snap* system (goals, journal entries, and reviews) has been exported and we are working with the *Totara* implementation team to import much of this information into *Totara* in order to make our 2016 performance appraisal process as efficient as possible. Please watch for information and training sessions in the coming months.

Info(on) Tech

By Angella Dagenhart, User Services

Decades ago, email revolutionized the way we communicate by breaking down the time and spatial barriers that delayed or prevented our communication. However, despite its usefulness, email has also become a burden.

Research consistently places email in the top three stress-inducing activities we perform at work. The problem today is that our work is far more complex than email is able to handle. We are ever busier and, while it would seem to us that email would be a perfect tool to help us connect asynchronously with one another, the opposite is actually true.

To illustrate, imagine that you attempted to manage your incoming mail at home the way you might manage your email at work (unless you have near the zero inbox ideal). Imagine that every day you stood beside the mailbox waiting for your mail. When it arrived, you sorted, organized, and stored your mail using only your mailbox. As the number of items needing to be managed grew, you acquired more mailboxes to help with the accumulating hoard. Imagine how it would feel to engage in this activity. Stressful? Absolutely. Unmanageable? Undeniably. Of course, this is an overdramatized analogy. However, the anxiety and stress that poor email management strategies produce is real.

Email is not the perfect tool for facilitating robust conversation in our ever expanding workplace about ever increasingly complex work. While it is sufficient to distribute information to a limited audience, it is not robust enough to have meaningful conversations or to share documentation or data in a way that preserves its integrity. Better tools exist for these aspects of our work, and—good news—we have several available to us through Office 365.

For more information about how you can cultivate healthy email management strategies or to set up some one-on-one training, email training@dickinson.edu.

Heart Friendly Thanksgiving Stuffing

November is here and this means that Thanksgiving is right around the corner! Traditionally, comforting, succulent stuffing or dressing is a Thanksgiving staple. Often, these recipes are made using boxed stuffing or bread, chicken broth, butter, and sausage. Typical stuffing is frequently high in sodium and simple carbohydrates and can make Thanksgiving meals challenging for those who are eating to support heart health, balance blood sugars for diabetes, or have Celiac disease. Try these tips to lighten up your holiday stuffing:

- Instead of using white bread as your starch, try using whole grain bread to add some fiber and help balance blood sugars. If you have a gluten free guest, swap bread for wild rice or quinoa.
- Increase flavor by adding cranberries, cherries, pecans, or vegetables to replace sausage.
- Substitute chicken broth with low-sodium chicken broth and cut down on butter by using olive oil when possible.

To add a boost of nutrition to your Thanksgiving meal and impress everyone around the table, try this quinoa based stuffing. Full of savory ingredients and traditional Thanksgiving spices, the variety of flavors in this dish are sure to satisfy your Thanksgiving appetite.

Quinoa Stuffing with Butternut Squash, Cranberries, and Toasted Pecans

INGREDIENTS:

- 2 cups red quinoa
- 5 cups vegetable stock
- 1 tsp salt
- 2 T extra virgin olive oil, divided, plus more to grease baking dish
- 1 and 1/2 cups butternut squash, diced
- 3 garlic cloves, minced
- 1 medium onion, finely chopped
- 1 cup celery, diced
- 1 and 1/4 tsp dried sage
- 2 T fresh thyme leaves
- 1/2 tsp ground black pepper
- 3/4 cup pecans, toasted, and coarsely chopped
- 1/3 cup dried cranberries

DIRECTIONS:

1. Combine quinoa, vegetable stock, and salt and bring to a boil. Cover and reduce heat to simmer. Cook 25 to 30 minutes, or until quinoa is tender and vegetable stock is absorbed.
2. Heat 1 T of oil over medium-high heat in a large skillet. Sauté squash, stirring often, until tender and lightly browned, 15 to 20 minutes. Transfer to a bowl. Turn heat down to medium and add remaining oil, garlic, onion, and celery. Cook until the onion begins to soften, about 3 minutes, and then add sage, thyme, and pepper. Cook, stirring often, for 3 to 6 minutes, until the onion is completely tender and the celery is just tender. Transfer to the bowl with the squash.
3. Add quinoa and remaining ingredients, and stir together. Adjust salt and pepper, to taste.
4. Preheat oven to 325° F. Line a baking dish with aluminum foil, and grease with oil. Add squash and quinoa mix to the dish, and cover with foil. Bake 20 to 30 minutes, until top gets crispy. Serve and enjoy!

SERVES: 12 as a side dish

Recipe adapted from: www.todaysdietitian.com

Domestic Violence

GET HELP NOW

One in three women and one in four men have experienced domestic violence within their lifetime. Domestic violence, also called relationship violence or intimate partner violence, often starts out as threats and verbal abuse and frequently escalates to physical violence. Many people may not recognize that their relationship is unhealthy, or they may be hopeful that their partner will go back to behaving the way they did at the beginning of the relationship. If you recognize any of the behaviors below, it's important to seek help as soon as possible.

UNDERSTAND THE TYPES

You are in an abusive relationship if your partner engages in the following:

- **EMOTIONAL ABUSE:** yelling, ridiculing you, controlling what you do, threatening to cause serious problems for you, isolating you from friends and family, restricting your finances
- **PHYSICAL ABUSE:** hitting, shoving, kicking, biting or throwing things
- **SEXUAL ABUSE:** forcing you to have sex or do something sexual that you don't want to do
- **THREATENING YOU AT WORK:** harassing phone calls, texts or emails; stalking in the parking lot, following you, or other threatening behavior

HELP IS AVAILABLE

If you or someone you love is being abused in any way, get help as soon as possible. Just call us. Our experts can help you learn about resources and find you the right help you need.

KNOW WHERE TO GET HELP

If you are in immediate danger, call 911.

For more information or to get help, call the **National Domestic Violence Hotline at 800-799-SAFE (7233)** or **800-787-3224 (TTD)**



Contact us at:
answers@HealthAdvocate.com

CRIME & HUMAN TRAFFICKING WITHIN CENTRAL PA

Hosted and Presented by Cumberland County Commission for Women and Dickinson College
Wednesday, November 30
Stern Center Great Room
Doors open at 6:30 p.m., Keynote Speakers & Panel Discussion from 7-9 p.m.

Are you wondering how our geographic region and major interstate highways impact the status of Human Trafficking and other crimes occurring in Central PA?

Join this presentation and panel discussion to learn more about the topics of human trafficking, domestic violence, sexual assault, and crime prevention in the Cumberland County area with special focus on sexual violence and prostitution both domestically and internationally. Discussion will include methods for risk reduction and prevention strategies for all of these issues, with a desired outcome of culture change as a potential strategy for a positive future outcome.

Speakers include **Rhonda Hendrickson**, Director of Violence Intervention and Prevention Services, YWCA Greater Harrisburg, Cumberland County District Attorney David Freed, Laura Masgalas, Program Director of the Sexual Assault/Rape Crisis Services of Carlisle YWCA, and Jessica Knapp from Domestic Violence Services of Cumberland & Perry Counties.

Professional Development & Wellness Events

Bone Health & Osteoporosis Screenings

Presented by Carlisle Regional Medical Center

Tuesday, November 8 | HUB Social Hall East

FREE SCREENINGS BY APPOINTMENT ONLY:

11 a.m.–2 p.m.

Exercise and bone density play a big part in bone health. Being active and eating healthy meals—living a healthy lifestyle—can reduce your risk for developing osteoporosis, but sometimes genetics plays a stronger hand in this as well. Low bone mass affects approximately millions of people over the age of 45, resulting in more than 1.5 million fractures each year. Osteoporosis is usually referred to as a “silent disease,” and it is often difficult to diagnose, because the first warning sign of the disease may be a broken bone. Register now for a free bone density screening in CLIQ via the [Gateway!](#)

Indoor Cycling

Instructor: Barry Tesman

FALL SEMESTER: Open Sessions on Thursdays

November 10 and 17; December 1 and 8

Kline Center Dance Studio | 5–6 p.m.

Indoor Cycling is a form of high intensity exercise that involves using a stationary exercise bicycle. The routines are designed to simulate terrain and situations encountered in actual bicycle rides, including hill climbs, sprints and interval training. Go at your own pace. This class will increase your cardiovascular fitness, burn fat as well as tone and shape your lower body. After a few sessions you will see your leg strength and muscular endurance improve. Before you know it you will be burning calories and releasing endorphins to give you that natural high that will leave you feeling fantastic. Perfect for all fitness levels. **FREE.** No registration required—first-come, first-served basis.

Seasonal Flu Vaccine

Co-sponsored by Human Resources and the Wellness Center

Thursday, November 10

APPOINTMENTS AVAILABLE from 11 a.m.–1 p.m.

The Wellness Center will be providing flu vaccines to employees during a 3-day Flu Vaccine Clinic. All participants will be required to wait 15 minutes following their injection. Flu vaccines are free to employees of the college. Please Note: You must print and present the completed [Flu Vaccine Clinic Participation Form](#) to the nurse in order to receive a flu vaccine.

Receiving a seasonal flu vaccination is an effective way to reduce your chances of getting the flu—particularly if you are in a high-risk category. Seasonal flu vaccinations through the Wellness Center will be available to Dickinson employees and their spouse/dependents aged 18 years and over. Individuals interested in receiving a vaccination will have to show their Dickinson College ID at the time of the appointment. Participants must be 18 years of age or older.

Restrictions include:

- Pregnancy / Nursing Mothers
- Allergic to eggs or egg derived products
- Allergic to Thimerosal
(sometimes found in prescription eye drops)
- Guillian-Barre Syndrome
- A compromised immune system due to illness or if you are currently ill

If you are on medicinal therapy (other than blood pressure or diabetic medications), have any of the above restrictions, or have any questions regarding the restrictions, please talk to your primary care physician and obtain clearance for receiving the vaccine before registering.

Please register in CLIQ via the [Gateway](#) to reserve your appointment date and time!

Free Blood Pressure Screenings

Provided by Susan Dworsak, Wellness Works, Carlisle Regional Medical Center

FALL SESSION DATES:

Mondays, November 21 & December 12

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

No registration required. Walk-ins welcome and expected!

WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL DEVWELL@DICKINSON.EDU, OR CALL EXT. 1503.



Walking Meditation Individual Walking Program

Monday, November 14 | HUB Social Hall | 10 a.m.–8 p.m.

People, formal cultures and traditions have used the labyrinth as a symbol of their search for meaning and guidance. Some of the earliest forms of labyrinths are found in Greece, dating back to 2500–2000 B.C.E. The labyrinth used for this program is called the Cretan labyrinth or classical seven circuit labyrinth. People of all faiths, people longing to reconnect to faith, people looking to find meaning or to center themselves come to walk the labyrinth. For questions or more information about the labyrinth or walking meditation, please contact [Donna Hughes](#) in the Office of Community Service and Religious Life at ext. 1577.

To Eat or Not to Eat: Processed Foods

Presented by Pennina Yasharpour, RD, Wellness Center

Tuesday, November 15 | Stern Center, room 102 | noon–1 p.m.

We hear a lot about the dangers of processed foods, but can processed foods actually be good for you? Attend this session and learn the surprising truth. Register now in CLIQ via the [Gateway](#).

Free Biometric Screening

Administered by Carlisle Regional Medical Center

Thursday, November 17

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. Monitoring your blood pressure, blood glucose, cholesterol levels and BMI gives you the ability to stay on top of your overall health. Register now to gain a better understanding of your health and to complete the first step in our 2016-2017 Wellness Healthy Rewards program!

New Hires for October

Tajheem Abdul-Salaam, Dining Services

Joanne Kuniholm, Wellness Center

Steven Copenhaver, Dining Services

Calvin Barnes, Dining Services

Brooke Nagy, Dining Services

Seniors of Old Bellaire: 2016

The annual Seniors of Old Bellaire dinner was held on Thursday, September 29 in the Social Hall of the HUB. This year, eight employees who completed 25 years of full-time service to the college were inducted into the Seniors of Old Bellaire. The employees honored at this year's dinner included *Mark Aldrich, Rick Armolt, Susie Cherchuck, Amy Farrell, Keith Neal, David Nelson, Tullio Pagano, and Hans Pfister.*
CONGRATULATIONS!

INCLUSION ON OUR CAMPUS

R.A.I.S.E.—Ready to Advocate for Inclusion Spaces for Everyone

Presented by LGBTQ Services

Friday, November 4

HUB side rooms 201-203 | 1–3 p.m.

R.A.I.S.E. focuses on allowing FAS and students to engage more deeply and personally in issues related to LGBTQ Services. During the training, we hope that participants will gain a better awareness of their own personal biases and barriers to being an effective ally to the LGBTQ community. Participants will become equipped with tools to be able to respond both actively and proactively. Unlike our former training, this program expects participants to commit to ongoing and continuous education and learning.

Navigating Dickinson: Welcome Program For Newly Hired

Employees Of The College

Friday, November 18 | Stern Center, room 102 | 8:45 a.m.–1 p.m.

Navigating Dickinson introduces newly hired staff to the college community through a 2-part series. The initial session takes place in a 1:1 or small group orientation format within the first week of employment at Dickinson. The second session takes place in a quarterly period throughout the year, with a focus on the broader college community. After the initial 1:1 introduction to the college, newly hired employees are invited to attend the quarterly information session to gain a cross-divisional perspective of how the departments and divisions function as 1College. A walking tour and lunch are included as part of the quarterly session.

Professional Development & Wellness Events

Preparing for a Role in Supervision: Module 3—Supervisory Techniques

Presented by Dennette Moul, Organizational Development & Training Specialist

Tuesday, November 15—Stern Center, room 102 | 9–11 a.m.

This interactive series is for employees looking to prepare for a future in management. The series will cover fundamental skills that all individuals need to know before making that leap into management. The program is comprised of four (4) modules, each a hands-on, instructional workshop focused on relevant topics in the supervising of employees. Topics offered within the program will include:

- **Module 1:** Employment Regulatory Basics
- **Module 2:** Intrinsic Drivers
- **Module 3:** Supervisory Techniques
- **Module 4:** Coaching for Performance

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR SEPTEMBER

Congratulations to **Samantha McCulloch, Library Services** for being the Physical Wellness incentive prize winner for the month of September 2016, for participation in exercise/fitness programs! 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 drawings are 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-in-a-month miles, please send an email to devwell@dickinson.edu or call ext. 8084.

2016-2017 Holistic Health Incentive Program: HEALTHY REWARDS INCENTIVES & SWAY!

New for this year, we are moving the online **HHIP Healthy Rewards** portal and tracking to **SWAY** in Office 365. In light of last year's online tracking experience and feedback, we have simplified the Holistic Health Incentive Program tracking by designing a more user-friendly portal in **SWAY** within the Office 365 online portal. All Dickinson employees have access to Office 365, and can sign in by clicking the link at the bottom of any Dickinson webpage using your network username and password. Once you are in Office 365, simply click the following link to access this year's incentive program: <https://sway.com/5eSg11uWdcdb7daT>

Employees can review the program outline and complete the online form at the bottom of the SWAY Healthy Rewards portal page. The incentive form is embedded into the page—so this is a one-stop process and does not require multiple page access! For questions or assistance with this new process, simply send an email to devwell@dickinson.edu or call ext. 8084.

Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, 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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