

# Vitality

Dickinson

Human Resource Services

February 2017

Volume XI | Issue 6

**February is Heart Month** and with that comes a reminder to take care of yourself, and join us in a few heart health-related programs and activities!

## AMERICAN HEART ASSOCIATION: NATIONAL WEAR RED DAY

Friday, February 3, 2017

It's a RED OUT Day! Time to get your RED OUT to support **Go Red For Women** by participating in National Wear Red Day® on **Friday, February 3, 2017**. **Why Go Red?** Heart disease and stroke cause 1 in 3 deaths among women each year, killing approximately one woman every 80 seconds. Fortunately, we can change that because 80 percent of cardiac and stroke events may be prevented with education and action. That's why this year we are asking that you wear red on **National Wear Red Day®**. If you desire to **donate** to this cause, doing so helps support educational programs to increase women's awareness and critical research to discover scientific knowledge about cardiovascular health.

Remember to make your heart health a priority. Schedule your annual prevention check-up to review overall health so your doctor can measure blood pressure, check cholesterol and look for signs of heart disease, stroke and other illnesses. Then encourage others through your social channels to do the same using the hashtags, #GoRedWearRed and #WellWomenVisit.

Source: [www.goredforwomen.org/home/get-involved/national-wear-red-day](http://www.goredforwomen.org/home/get-involved/national-wear-red-day)

## 2017 Spring Into Fitness Challenge

Have the winter doldrums caused you to feel like a sluggish, dormant bear in a cave? If so, get ready to break free for the spring! Plan to put on your walking shoes and enjoy the fresh, warmer air outside after spring break during the 2017 Spring Into Fitness Challenge. Beginning on Sunday, March 19 and continuing through Saturday, April 29—Dickinson College faculty and staff, as a community, will be in a campus exercise/walking challenge with students, staff and faculty! Challenge winners will be determined by two criteria – the greatest percentage of cumulative participation, and also the highest average number of minutes per participant! This will be our fifth year of the Challenge participation, but our very first campus-wide Challenge for the entire Dickinson community!

The Spring Into Fitness divisional challenge for employees returns for 2017, along with the mini-team option! Who will win the divisional challenge this year? The President's Office won in 2016, and is looking for some great competition this spring! Mini-teams had a lot of fun in 2016, and we anticipate great times for 2017 as well. Form your own mini-team of three to six participants either from within your department/division or from any others on campus. When registering (or before), please remember to submit your mini-team name to be included in this new part of the Challenge. There will be opportunities built into this year's program for some healthy competition between mini-teams!

Online registration for the Challenge opens on Monday, February 13 and continues through Tuesday, February 28. register via OrgSync in the **Gateway** to participate in this year's Spring Into Fitness Challenge!

Do you need motivation to jumpstart your fitness for the Challenge? Watch Dr. Mike Evan's Video—**23 and ½ Hours**—to learn about the best preventive treatment for many health conditions!

# Do You Know Your Family Health History?

Part of taking care of yourself and your loved ones includes learning and knowing your family health history—and sharing this with your primary care provider (PCP). Your PCP acts as your healthcare quarterback, and can more easily help you manage your wellbeing by knowing your family health history. This important piece of the wellbeing puzzle often gets overlooked, but can provide clues to your overall health risks both now and in the future. The surgeon general's office has created a great, free online tool for the creation of your family health history. Visit the link below to create your own family health history today to take steps toward managing your health for tomorrow and beyond!

Source:  
<https://familyhistory.hhs.gov>

## Summary Annual Reports

Summary Annual Reports for the following have been completed:

- Hospitalization & Medical
- Accidental Death & Dismemberment & Life Insurance
- Flexcomp Program
- Group Long Term Disability
- Travel Insurance

These reports reflect the financial conditions and transactions from July 1, 2015 to June 30, 2016. You may print and/or view a pdf version of this report at: [dickinson.edu/healthandwelfareplan](http://dickinson.edu/healthandwelfareplan)

Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

# Benefits & Updates

## Performance Appraisal Process



Human Resource Services is pleased to share that the college will be utilizing our new learning management platform, Totara, to complete this year's review process.

The overall performance forms are unchanged; however, the process is designed to allow a more positive user experience. Human Resource Services and LIS have worked to import the current goals from Review Snap into Totara. Previous performance evaluations are available upon request from Human Resource Services.

Evaluations will be completed during the months of February and March with all reviews being due no later than April 1, 2017.

Human Resource Services will be holding training sessions to familiarize employees and provide assistance with the utilization of Totara for our on-line performance management process. Session dates, locations and times will be announced shortly with registration available through CLIQ. Human Resource Services is also working to make an on-line learning module available through Totara as well as posting reference materials on the Gateway.

In addition to annual performance reviews, the Totara software provides a functionally rich learning management platform that will enable the college to offer both Dickinson authored and third party on-line learning, program/event registration, job specific learning plans, and employee transcripts. Eventually Totara will be the one stop for registering for all employee staff development and wellness programming. The implementation of these options will be completed in phases, along the following timeline:

### WINTER/SPRING 2017

- **Phase I** – implementation of the performance review process

### SUMMER/FALL 2017

- **Phase II** – implementation of program/event registration, Dickinson authored on-line learning, and employee transcripts

### WINTER 2017/SPRING 2018

- **Phase III** – job specific learning plans and exploration of third party on-line learning

Please feel free to contact Dennette Moul or Denise Houser in Human Resource Services with any questions or concerns at 717-245-1503 or [hrrservices@dickinson.edu](mailto:hrrservices@dickinson.edu).

## 17 Easy Wellness Tips for 2017

Looking to be happy and healthy in 2017? Then you may be interested in these 17 easy tips to help you improve your health and well-being.

1. Drink more water
2. Add 10 minutes of exercise to your day
3. Schedule a checkup with your doctor
4. Go to bed 10 minutes earlier
5. Commit to one healthy stress-relieving activity per day
6. Commit to saving more money
7. Add an extra serving of fruit or vegetables per day
8. Use part of your lunch break to walk
9. Spend more time with family and friends
10. Correct your posture
11. Unplug more
12. Brush and floss your teeth daily
13. Control your portions
14. Limit the time you spend being inactive
15. Reorganize your kitchen
16. Make a habit to appreciate all you have
17. Get moving at work

## New Year, New You

If you are among the many, many people who made a New Year's resolution to move more, eat better, or take other steps to improve your health, you are far from alone. But it can be tough to get and stay motivated if you are doing it on your own. Research shows buddying up can keep you accountable and make working toward your goals more fun, helping ensure you stick with it past January. And since you spend quite a bit of time with your co-workers, why not work together to achieve your healthy resolutions?

Here are a few ideas to share with your colleagues to kick-start a healthy New Year together!

- Plan a friendly competition like most steps walked, percentage of body weight lost, minutes exercised, or most fruits and veggies consumed in a week.
- Use technology like fitness devices, pedometers, or online programs that help set up competitions.
- Plan walking meetings outside or around common areas of your office.
- Work toward an event such as a 5K or charity walk.
- Share your lunches or plan meals with your co-workers to help stick to a diet.

# Aetna Individual Consultations

Wednesday, February 15

HUB side room 205 | 8:30 a.m.–4:30 p.m.

As a reminder, members can access Aetna's broad network, pharmacy information and resource tools by logging into Aetna Navigator at [www.aetna.com](http://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. Please check CLIQ via the [Gateway](#) to register for available appointment times during the spring 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.

## NEW HIRES AND RETIREMENTS

### DECEMBER

Peter Donley, *Athletics*

Rachel Herring, *Dining Services*

### JANUARY

Jeremy Barnes, *Advancement Services*

Cynthia Baur, *Organic Farm*

Brad Fordyce, *Athletics*

James Harle, *Dining Services*

Christine Hock, *Financial Operations*

Jeremy Lupowitz, *Individual Giving*

Mary McClure, *Facilities Management*

Sara Predmore, *Library Services*

Jacqueline Scholl,  
*Facilities Management*

Carolyn Sloan, *Financial Operations*

Braxton Stroup, *Facilities Management*

**We extend a fond farewell to PETE THUMMA,** *Facilities Management*, who retires from Dickinson after nearly **36** years of service on February 1.

## RETIREMENT PLANNING SESSIONS

### TIAA-CREF Individual Counseling Sessions

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

WEDNESDAY, FEBRUARY 8	HUB side room 205
TUESDAY, MARCH 21	HUB side room 202
THURSDAY, APRIL 20	HUB side room 201
WEDNESDAY, MAY 10	HUB side room 201
THURSDAY, JUNE 22	HUB side room 201

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 spring semester on:

WEDNESDAY, FEBRUARY 22	HUB side room 205
THURSDAY, MARCH 16	HUB side room 205
THURSDAY, APRIL 20	HUB side room 205
WEDNESDAY, MAY 17	HUB side room 205
THURSDAY, JUNE 8	HUB side room 205

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.

## Community Programs and Opportunities

SAVE THE DATE!

### All-College Formal



Saturday, February 25  
Holland Union Building  
9 p.m.–1 a.m.

MOB invites the Dickinson community to the All-College Formal on Saturday, February 25 from 9 p.m.–1 a.m. in the HUB Social Hall. Each year, this event brings together faculty, staff, and students for an evening of food, fun, and frivolity. Alcoholic beverages will be available to guests 21 years of age and older. No registration or tickets are needed at this All-College event. Watch for more details will be shared through the college events calendar and announcements!

**SPECIAL NOTE:** If you would like to volunteer to check IDs and wristband guests at the Formal, please contact Jessee Vasold with availability at [vasoldj@dickinson.edu](mailto:vasoldj@dickinson.edu).

### 2016 UNITED WAY OF CARLISLE AND CUMBERLAND COUNTY CAMPAIGN



The 2016 campaign for United Way of Carlisle and Cumberland County

campaign successfully came to a close with a total of \$1,431,640 raised overall that supports *the affiliated 27 partner agencies and the 40 programs*. The Dickinson community gave **\$36,013!** 100% of these donations go to the programs, benefiting those less fortunate in the Carlisle community. Dickinson College was recognized as a Platinum-level fundraiser and was selected to receive the “**Public Sector and Education Division Chairman Award**” indicating that the college community raised the most money in the public sector/education division. Congratulations to Rick Heckman for being a winner of one of the United Way campaign raffle prizes! *Thank you again to the Dickinson community for participating in the 2016 United Way Pacesetter campaign to make a positive difference in the lives of others!*

# 2016 Tax Preparation Assistance

## MYFREETAXES.COM

**Did you make less than \$64,000 in 2016 as an individual or as a family?** If so, then My Free Taxes may be able to assist you with filing your 2016 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 nationwide, and also 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 [www.myfreetaxes.com](http://www.myfreetaxes.com).

## MONEY IN YOUR POCKET

Money In Your Pocket—a free, onsite tax preparation assistance program —will also be available at **Dickinson College in Althouse 204 on Monday evenings from January 30 through February 27 from 4:15-6:30 p.m.**, along with Wednesday, February 15 for those in the Carlisle community with **income less than \$54,000 per year**. Anyone interested in this free service should arrive with their W2 forms, original social security card (for all listed on your tax return) and a valid picture ID card (driver's license/passport/military id). For more information call 717-732-0700, or to make an appointment, please call 717-254-8781.

## Relay for Life Bakesale!

*Benefits the American Cancer Society*

**Tuesday, February 14**

**HUB Lower Level Tables | 10 a.m.–2 p.m.**

Team Dickinson's Relay for Life will be holding the annual bake-sale fundraiser for **Valentine's Day on Tuesday, February 14** in the HUB lower level adjacent to the circular stairwell. If you or anyone in the Dickinson community loves to bake (or knows someone who does!), Team Dickinson members would love to have your donated items to help stock the bakesale tables to make this fundraiser a "delicious" success! Please contact Miriam McMechen ([mcmechen@dickinson.edu](mailto:mcmechen@dickinson.edu)) or Pam Fogelsanger ([fogelsap@dickinson.edu](mailto:fogelsap@dickinson.edu)) with offers to bake (make or buy, we will accept any sweet treat!). Please advise of the item(s) you wish to contribute to the bake sale. Items should be individually wrapped (\$1.50 size portion). Drop off donations in the lower level of the HUB after 9:30 a.m. on the day of the sale on Tuesday, February 14. Thank you, in advance, for supporting this fundraiser that will make a difference in so many lives!

## 2017 Hersheypark Discount Ticket Sales

Discounted HERSHEY PARK tickets are available for advance purchase to Dickinson students and employees through Campus Life and Human Resource Services at the special rates listed below. Tickets must be requested and paid for by March 10, 2017. They are valid during the summer 2017 HERSHEY PARK regular operating season, beginning on Friday, May 5 and continuing through Sunday, September 24. Checks should be made payable to Dickinson College. For details, call ext. 8084 or send an email to [hrrservices@dickinson.edu](mailto:hrrservices@dickinson.edu).

### **SPECIAL TICKET PRICES:**

Tickets valid from during entire 2017 regular operating season from **May 5 through September 24**.

\$35.15 + \$.85 amusement tax per admission ticket =  
**\$36.00** ages 9-54 years

\$29.65 + \$.85 amusement tax per admission ticket =  
**\$30.50** ages 3-8 or ages 55-69 years

\$23.10 + \$.85 amusement tax per admission ticket =  
**\$23.95** ages 70+ years

# Down on the Farm

## Cooking with Ikram

Sunday, February 5

Stern Center Kitchen | 1 p.m.

**REGISTER HERE:**

[www.brownpapertickets.com/  
event/2729096](http://www.brownpapertickets.com/event/2729096)

Ikram Rabanni, a senior, will be sharing his love for food with us on Sunday, February 5 at 1 p.m. Join us to learn how to cook a traditional Pakistani dish, and enjoy it with us afterwards.

## Pasta Cooking class

Monday, February 13

Stern Center Kitchen | 5–8 p.m.

**REGISTER HERE:**

[www.brownpapertickets.com/  
event/2729107](http://www.brownpapertickets.com/event/2729107)

Join us as we use local ingredients to make homemade pasta! If you're lucky, maybe we'll also make our own sauce. The dishes will be made with as many local ingredients as we can source. *There might be leftovers, so bring your own Tupperware if you want to bring some home with you!*

**Perfect date night for you and your significant other right before Valentine's day!**

## Pizza on the Plaza

Friday, February 17

Rector Atrium | 4:30–7:30 p.m.

Collaboration with the Gaming Club, come eat fresh pizza, play video games and blow off some steam after a long work week!

## GATHER

Saturday, February 18

Stern Center Great Room | 6 p.m.

**REGISTER HERE:**

[https://dcfarmgather.wordpress.  
com/make-a-reservation](https://dcfarmgather.wordpress.com/make-a-reservation)

Join us for a high-class culinary experience that reflects the flavors

of the College Farm by making a reservation at GATHER, our monthly pop-up restaurant held in the Stern Center. Dinner guests can expect to be treated to a gourmet four course meal prepared by area chefs with the help of student farmers. Vegetarian and meat entree options available!

## Sugar Scrub/Coffee Scrub

### Making with the Peddler

Sunday, February 19

Stern Center Kitchen | 1 p.m.

**REGISTER HERE:**

[www.brownpapertickets.com/  
event/2729111](http://www.brownpapertickets.com/event/2729111)

Winter got your skin all types of scaly? Want to learn how to make your own exfoliant? Come play with us!

We will be making our own coffee and sugar scrubs with coffee grinds from your favorite campus coffee cart, the Peddler! **Bring your own small container to keep the scrub in (glass jars recommended)!**

## Trip to Broad Street Market

Saturday, February 25

Departs campus at 10:30 a.m.

**REGISTER HERE:**

[www.brownpapertickets.com/  
event/2729343](http://www.brownpapertickets.com/event/2729343)

Ever wondered what farmers' markets do in the winter when it's a little harder to grow fresh produce outside? Come find out! We will be visiting the Broad Street Market to spend some time experiencing the local food and business scene in Harrisburg.

# Info (on)Tech

By Angella Dagenhart

## WELLNESS TECH FOR A GOOD CAUSE

If you have a dog—or just like to walk—WoofTrax's Walk for a Dog app can turn your daily stroll into much needed money for local animal shelters and rescues.

This free app, available for both Android and iOS devices, uses cell phone GPS to track the distance of your walks. That distance is turned into donations for the participating animal organization of your choosing. The further you walk the more money is donated to the organization. The more people walking for that organization, the more money they receive.

Don't have a dog? Don't worry, the app has you covered. You can walk Cassie, a virtual dog modeled after the dog of WoofTrax's CEO.

So, if you are looking for a way to make a difference in 2017, lace up your favorite pair of walking shoes, grab a leash (real or virtual), and walk!

# Professional Development & Wellness Events

## SitFit

*Instructor: Jennifer Moore*

**MONDAYS: February 6, 13, 20, 27, March 6, 20, 27, April 3, 10 and 17 | Memorial Hall, Old West | 12:15–12:45 p.m.**

SitFit is an integrative approach to fitness that uses a chair for cardio, strength, and flexibility training. The chair provides great support while sitting and stability for standing, making this class appropriate for all fitness levels, especially those who have limited mobility, certain health concerns, or are just easing into fitness. *\*No session the week of March 13*

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## Good Nutrition for Growing Children

*Presented by Pennina Yasharpour, RD, Wellness Center*

**Tuesday, February 7 | Stern Center, room 102 | noon–1 p.m.**

Good nutrition is essential to a child's health. The specific nutritional choices you and your child make are crucial to their physical and mental development. Join us to learn more!

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## Understanding Retirement Healthcare

*Presented by Met Life/Massachusetts Mutual Representatives*

**Monday, February 13 | HUB Social Hall West | noon–1 p.m.**

This workshop will cover important pre- and post-retirement healthcare decisions including what Medicare does and does not cover.

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## Heart Health & Stroke Awareness

*Presented collaboratively by the American Heart Association and Amy Albright, Stroke Coordinator at Carlisle Regional Medical Center*

**Tuesday, February 14 | HUB Social Hall West | noon–1 p.m.**

Celebrate your valentine lunch with us as we discuss heart health and stroke awareness with the experts from the American Heart Association and Carlisle Regional Medical Center. Prevention by knowing your numbers, proactive behaviors, nutrition and exercise all support a healthy heart—attend this session to learn more!

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## Free Blood Pressure Screenings

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

**MONDAY SESSION DATES: February 20, March 20, April 24, May 15, June 19 | Mary Dickinson Room, HUB | noon–1 p.m.**

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

# Professional Development & Wellness Events

## Free Biometric Screening

Administered by Carlisle Regional  
Medical Center

**Tuesday, February 14**

**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!

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## Dancing at Dickinson

Instructor: Frank Hancock

**TUESDAYS:**

**February 28 through April 4**

**Allison Hall Community Room**

**BEGINNERS: 6-7 p.m.**

**ADVANCED/INTERMEDIATE:**

**7-8 p.m.**

This program offers FREE beginning and advanced-level ballroom dancing lessons for six weeks to employees and students at Dickinson! Instruction includes the foxtrot, tango, cha-cha, and swing dancing. Register now in CLIQ via the Gateway. For assistance with registration, please send an email to [devwell@dickinson.edu](mailto:devwell@dickinson.edu) or call extension 1503.

## The Spiritual Dimension of Health—4-session Series

Presented by Dan Cozort, Assoc. Prof of Religion

**Stern Center, room 102 | noon-1 p.m.**

**SESSION DATES: February 21, 23, 28 and March 2**

The holistic paradigm is that body, mind and spirit form an interdependent whole. It is the guiding principle of traditional systems of medicine such as those of indigenous peoples, of great civilizations such as India and China, and even of the West until the 20th century. It is now being tested in an approach called “integrative medicine,” which is secular and scientific but open to the possibility that “alternative” or “complementary” medicine may have something valuable to offer to those who suffer. Holistic healing is concerned less about the relief of symptoms than about the restoration of wholeness through addressing the root causes of illness, which may not be physical. In this larger sense, all healing is holistic healing and has a spiritual dimension, although this is often discounted and even suppressed in conventional bio-medicine. Attend this 4-session series to learn more!

## INCLUSION ON OUR CAMPUS

### R.A.I.S.E. Training for FAS

Presented by LGBTQ Services

**Wednesday, February 22**

**HUB Social Hall West | 9-11 a.m.**

R.A.I.S.E. (*Red Devils Advocating for Inclusive Spaces for Everyone*) 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.

## 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](mailto:DEVWELL@DICKINSON.EDU), OR CALL EXT. 1503.



### Crucial Conversations

*Presented by Human Resource Services*

#### **THURSDAYS:**

March 9, 16, 23, 30 and April 6

Stern Center, room 102 | 8:30–10:15 a.m.

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. The training experience introduces a set of eight principles that build alignment, agreement, and interpersonal communication. During this training participants will acquire skills enabling them to resolve disagreements—accurately address concerns by talking respectfully, candidly and skillfully with someone in a safe way; build acceptance rather than resistance—give and receive feedback in a way that enhances relationships and improves results; speak persuasively, not abrasively—effectively talk about high-stake, emotional and controversial topics; and foster teamwork—get the right people involved in a way that ensures better decision-making and guarantees commitment and conviction.

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### CPR, First Aid & AED Training Certification

*Instructor: Brent Killinger, DPS Officer*

**Monday, March 13**

**DPS Conference Room, Kaufman Building  
8 a.m.–4 p.m.**

This hands-on skills training prepares participants to respond to breathing and cardiac emergencies in adults, children age 12 or younger, and infants. Being certified will provide you with valuable skills that will prepare you to handle a potentially life-threatening situation.



# Professional Development & Wellness Announcements & Reminders

## PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR THE MONTHS OF DECEMBER AND JANUARY

Congratulations to **DEBRA MYERS, Children's Center** and **LIZ ZIZZI, Spanish & Portuguese** for being the Physical Wellness incentive prize winners for the months of December 2016 and January 2017, for participation in exercise/fitness programs in November and December! 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](mailto:devwell@dickinson.edu) or call ext. 8084.

## 2016-2017 HOLISTIC HEALTH INCENTIVE PROGRAM: Healthy Rewards Incentives & SWAY!

New for this year, we moved 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 265 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](mailto: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.

## CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

# Dickinson

Professional Development and Wellness  
**HUMAN RESOURCE SERVICES**

PO BOX 1773 | CARLISLE, PA 17013-2896  
717-254-8084 | [devwell@dickinson.edu](mailto:devwell@dickinson.edu)