

Vitality

Dickinson

Human Resource Services

November 2017

Volume XII | Issue 4

One Night Without a Home

Friday, November 18, 2017



November is a month of Thanks – and also a month of Giving. Consider this annual event as an opportunity to give back in a different way...

Safe Harbour is seeking participants for its 15th Annual "One Night Without A Home" fundraising event scheduled for Saturday, November 18 on the campus of Dickinson College.

Individuals and group leaders can obtain a registration packet for the 2017 "One Night Without a Home" by contacting Scott K. Shewell, Safe Harbour President and CEO, by telephone at (717) 249-2200, or via e-mail at sshewell@safeharbour.org. Register here: <http://www.safeharbour.org/register.asp?key=DA2GA3DK88>

2017 United Way Pacesetter Campaign Prize Winners

Thank you all for your generous donations during the 2017 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	Ken Laws
\$50 Farmers on the Square Tokens	Jeanette Diamond
\$50 Dining Services Declining Balance	Rick Heckman
\$50 Bookstore Gift Card	Anna Hudson
FitBit Flex 2	Katie Adams

If you have not yet made a gift to the 2017 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!

New Year Social 2018 Save the Date!

Saturday evening, January 13 | Holland Union Building

Details coming soon at www.dickinson.edu/newyearsocial

Retirement Planning Sessions TIAA INDIVIDUAL COUNSELING SESSIONS

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

- **THURSDAY, NOVEMBER 16**
HUB side room 201
- **TUESDAY, DECEMBER 12**
HUB side room 201

To schedule a personal meeting with TIAA, please visit www.tiaa-cref.org/moc 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 upcoming fall semester on:

- **FRIDAY, NOVEMBER 3**
HUB side room 201

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 Educational Webinars

Would you like to learn more about saving for retirement or planning for the future, but don't have the time to attend a live information session? TIAA offers free on-demand, online webinars on a variety of topics. *Click the link below to access a full listing of the available upcoming webinars for 2017:*

www.tiaa.org/webinars

If you are not a TIAA account holder, you may register as a guest-user to view these webinars online.

Aetna Individual Consultations AETNA REPRESENTATIVE: JEAN ENDERS

Do you have medical or prescription drug questions regarding your Aetna insurance plan? How does this insurance plan work? What is deductible and coinsurance? Our Aetna representative will be available on campus to help answer your claims questions or inquiries regarding your medical, prescription, and mental health services. Please bring any documents pertaining to your questions such as explanation of benefits, bills etc. To schedule an appointment with Aetna, please register through Aetna, Medical Consumerism & Healthcare Costs course in [Totara](#)* on dates shown below:

- **TUESDAY, NOVEMBER 14**
Mary Dickinson Room, HUB | 8 a.m.–12:30 p.m.
- **TUESDAY, DECEMBER 12**
Mary Dickinson Room, HUB | 10 a.m.–2 p.m.
- **TUESDAY, JANUARY 16**
Mary Dickinson Room, HUB | 11:30 a.m.–3:30 p.m.

*Note: To sign-up for your Aetna consult appointment in Totara, search for keyword "Aetna" in the course search box. **Enroll** in the Aetna, Medical Consumerism & Healthcare Costs course, then "**Sign-up**" for your selected appointment date and time within the course to complete your registration process in [Totara](#).*

New Hires

OCTOBER 2017

Lauren Brennan, *Theatre & Dance*
Caleb Leitch, *Dining Services*
Silvia Locke, *Dining Services*

Barbara Neiberg, *Music*
Deonta Proctor, *Dining Services*
Stephanie Pursell, *Dining Services*

Michael Strine, *Public Safety*
John Terrel, *Dining Services*

Get The Most Out Of Your Benefits!



Did you know that Aetna members have a great online tool in Aetna Navigator to compare healthcare provider costs, pharmacy pricing and potentially save on medical expenses? Full-time employees and their dependents

who are Aetna members have access to many online resources including a cost estimator, which provides the ability to look at various options for receiving medical care, procedures, testing and prescription costs at local pharmacies. Accessing this tool is easy for current members by logging on and/or creating an Aetna Navigator username and password in the [online portal!](#)

Beginning Right Maternity Program

Are you planning to start a family soon – or have you recently learned that the stork will be stopping by in the future?

Aetna's [Beginning Right Maternity Program](#) offers great tips and information to help you prepare for your pregnancy and the arrival of the new baby. Want to learn more? Click here for an online booklet filled with information on [Beginning Right](#) provided by Aetna!

EMPLOYEE COMPENSATION STATEMENT

The annual employee compensation statements for 2017 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.

Community Programs & Events

Commuter Services of Pennsylvania: RideMatch



The **RideMatch** program offered through Commuter Services of Pennsylvania is now available to all employees of Dickinson College. 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!

Community Programs & Events

16th Annual Century Link Turkey Trot 5K Run/Walk



Thursday,
November 23
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, visit the [Carlisle Family YMCA](#) webpage for more information or to register now online: [2017 CenturyLink Turkey Trot Registration Link](#)

American Red Cross Blood Drive

**Facilitated by the American Red Cross
Biomedical Services**

Friday, December 1

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 questions or for more information about blood donation to the American Red Cross, please visit <http://www.redcrossblood.org/> or call 1-800-RED Cross (1-800-733-2767).



2017 American Heart Association HeartWalk

Participants on Sunday, October 15, 2017 on City Island, Harrisburg, pictured from left to right: Sheri Davis-Cordell, Elizabeth Connelly and Minda Tolentino. Thank you to this triumphant trio for taking the time to “Have a Heart” and walk at the annual 2017 HeartWalk this year!

Celtic Pilgrimage to Ireland

May 23-31, 2018

Pilgrimage, n. – a journey to a sacred place or shrine. Join us for a pilgrimage to Ireland, May 23-31, 2018. Explore the rich history of Celtic spirituality from the pre-Christian era through the 19th century as we visit such memorable sites as Bru Na Boinne, one of the most important Neolithic sites in the world, the Hill of Slane where St. Patrick famously lit a Paschal fire in the 5th century, and Clonmacnoise, the Cistercian monastery tranquilly located on the River Shannon. We will have opportunities to tour in Dublin, visiting the Book of Kells at Trinity University and Christ Church Cathedral, the seat of the Church of Ireland. We'll enjoy a day long retreat at the Solas Brhide Center as we unfold the legacy of St. Brigid and learn of her relevance for today. We will enjoy scenic walks in County Wicklow at Glendalough, the home of St. Kevin where he was the first abbot, later a hermit who lived in a small cave on the side of the mountain. Tour costs include all land travel, accommodations, daily breakfast and dinner, two lunches, fees and guides. To learn more or register for the trip click on this link <http://www.cvent.com/d/btq75k> or feel free to contact Donna Hughes at hughesdo@dickinson.edu or Becky Hammell at hammellr@dickinson.edu



Photo by Carl Socolow '77.

The Inauguration of Margee Ensign

To help celebrate President Ensign's inauguration, more than 450 volunteers from Dickinson and the United Way gathered to complete 48 service projects across the midstate as part of the Day of Caring.

DICKINSONIANS GATHER TODAY TO CELEBRATE INAUGURATION OF MARGEE ENSIGN AS THE 29TH PRESIDENT OF THE COLLEGE

Dickinsonians gathered to celebrate the inauguration of Margee Ensign as the 29th president of the college on the John Dickinson Campus, followed by a Campus Expo and an all-campus celebration.

The inauguration festivities, which highlighted the college's commitment to a useful education for the common good, kicked off Thursday with a Civic Engagement Celebration. The event showcased

Dickinson's community partnerships, which foster service-learning opportunities for students. On Friday, Dickinsonians also gathered for a Day of Caring, partnering with the United Way on 48 service projects across the midstate.

Dickinsonians kicked off the inauguration festivities by joining President Ensign to recognize the college's community partnerships during the Civic Engagement Celebration.



Photo by Carl Socolow '77.

HEALTHY RECIPE

Tomatillo and Chile Salsa Salad

Serves 4

INGREDIENTS:

- 1 cup finely chopped, peeled cucumber
- 3 oz. tomatillos, finely chopped
- 1 1/2 oz. reduced-fat Monterey Jack or mozzarella cheese, cut into 1/4-inch cubes
- 1 medium Anaheim pepper, seeded, ribs discarded, finely chopped
- 1/4 cup snipped, fresh cilantro
- 2 Tbsp. finely chopped green onions, green and white parts
- 3 to 4 tsp. fresh lime juice
- 1/8 tsp. salt

DIRECTIONS:

1. In a medium bowl, combine all the ingredients. Let stand for 10 minutes to allow the flavors to blend. Serve immediately or cover and refrigerate for up to 2 hours

Nutritional Analysis Per Serving

Calories 48, Total Fat 2.0g, Saturated Fat 1.0g, Trans Fat 0.0g, Polyunsaturated Fat 0.5g, Monounsaturated Fat 0.5g, Cholesterol 6mg, Sodium 143mg, Carbohydrates 4g, Fiber 1g, Protein 4g

Recipe provided by WellnessWorks of UPMC Pinnacle Carlisle

Source: [http://www.heart.org/HEARTORG/HealthyLiving/](http://www.heart.org/HEARTORG/HealthyLiving/HealthyEating/Recipes/Tomatillo-and-Chile-Pepper-Salsa-Salad---Delicious-Decisions_UCM_465793_RecipeDetail.jsp)

[HealthyEating/Recipes/Tomatillo-and-Chile-Pepper-Salsa-Salad---](http://www.heart.org/HEARTORG/HealthyLiving/HealthyEating/Recipes/Tomatillo-and-Chile-Pepper-Salsa-Salad---Delicious-Decisions_UCM_465793_RecipeDetail.jsp)

[Delicious-Decisions_UCM_465793_RecipeDetail.jsp](http://www.heart.org/HEARTORG/HealthyLiving/HealthyEating/Recipes/Tomatillo-and-Chile-Pepper-Salsa-Salad---Delicious-Decisions_UCM_465793_RecipeDetail.jsp)

BOOK DISCUSSION:

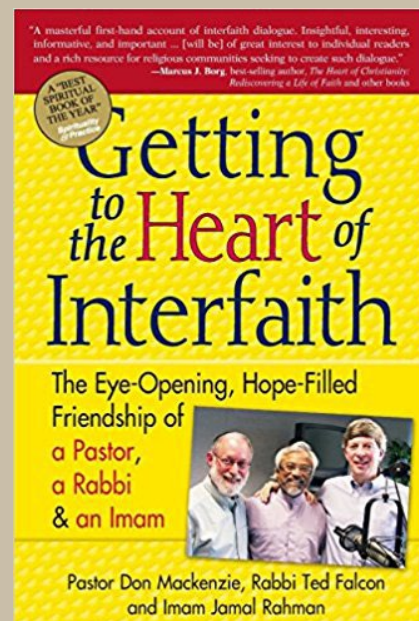
Getting to the Heart of Interfaith

Presented by the Center for Service, Spirituality and Social Justice & Human Resource Services

Friday, January 26
HUB side rooms 204-205 |
noon-1:15 p.m.

Too often religion seems to fuel more hatred than love, more conflict than collaboration. Getting to the Heart of Interfaith provides a rich understanding of the road to interfaith collaboration by sharing their stories, challenges and the inner spiritual work necessary to go beyond tolerance to a vital, inclusive spirituality. A copy of the book will be ordered for employees registered prior to Friday, December 8, 2017.

Register for this book discussion in Totara via the [Gateway](#), by enrolling in the Book Discussion course, then selecting and signing up for this session.



Professional Development

Documenting Performance ~ Supervisory Session

Thursday, November 30

HUB side rooms 204-205 | 2 - 4 p.m.

Documenting performance expectations and concerns can be challenging even for the most seasoned supervisor. This workshop will explore the key elements to writing and executing concrete performance expectations, performance improvement plans, and corrective action notifications. Learn how to take a total performance approach while still addressing specific concerns.

To register: Please select the Totara icon in the [Gateway](#). Once in Totara, select "Find Learning" on the top ribbon and then select courses from the drop down list. Search for "Documenting Performance". Click on the course and then click on "Enroll Me" to enroll. After enrolling, click "sign-up" on the far right side. Review the detail and be sure to check the self-authorization box in the center of the page. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click "Agree and submit" button at the bottom of the screen. Your booking is complete.

Preparing for a Role in Supervision

9-11 a.m.

Thursday, November 6 - Stern Center, room 102

Thursday, December 7 - Stern Center, room 102

Thursday, January 11 - Stern Center, room 102

Thursday, February 8 - Stern Center, room 102

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 will be comprised of four (4) modules, each a hands-on, instructional workshop focused on relevant topics in the supervising of employees. Topics that will be offered within the program will include:

- Employment Regulatory Basics
- Intrinsic Drivers
- Supervisory Techniques
- Coaching for Performance

To register: Please select the Totara icon in the [Gateway](#). Once in Totara, select "Find Learning" on the top ribbon and then select courses from the drop down list. Search for "Preparing for a Role in Supervision". Click on the course and then click on "Enroll Me" to enroll. After enrolling, click "sign-up" on the far right side. Review the detail. This course does require manager approval. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click "Request approval" button at the bottom of the screen. Your booking is complete. Please repeat for each module session.

Navigating Dickinson Quarterly Orientation Session for Newly Hired Employees

Friday November 10

Stern Center, room 102 |

8:45 a.m. to 1:00 p.m.

The Navigating Dickinson Orientation Session introduces newly hired staff to the college community. This quarterly session focuses on the broader college community providing a cross-divisional perspective of how the departments and divisions function. A walking tour and lunch are included.

To register: Please select the Totara icon in the [Gateway](#). Once in Totara, select "Find Learning" on the top ribbon and then select courses from the drop down list. Search for "Navigating Dickinson". Click on the course and then click on "Enroll Me" to enroll. After enrolling, select the date you wish to attend and click "sign-up" on the far right side. Review the detail and be sure to check the self-authorization box in the center of the page. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click "Agree and submit" button at the bottom of the screen. Your booking is complete.

Wellness Events

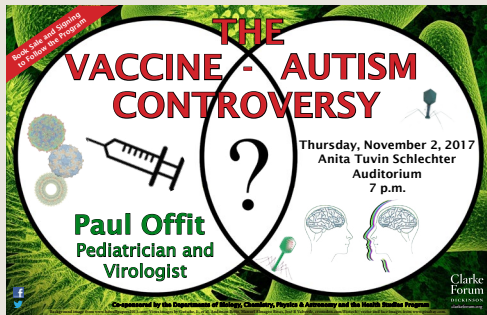
The Vaccine- Autism Controversy

Thursday, November 2

Anita Tuvin Schlechter Auditorium |

7-8:30 p.m.

Paul Offit, pediatrician and expert on vaccines, immunology and virology, will explore how scientists, the media, and the public handle the question of whether vaccines cause autism. The event is sponsored by the Clarke Forum for Contemporary Issues and co-sponsored by the departments of biology, physics & astronomy and chemistry and the Health Studies Program. For more information, visit the [Clarke Forum website](#) or call 717-245-1875.



Seasonal Flu Vaccine Clinic

Co-sponsored by Human Resource Services and the Wellness Center

HUB Social Hall

Thursday, November 9 | 4-6 p.m.

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. All participants will be required to wait 15 minutes following their injection. The vaccine is free of charge to employees, spouses and dependents (ages 18-26 years) at the clinics. Please register for your appointment in CLIQ via the Gateway to reserve your appointment date and time.

Please Note: You must print and present the completed Flu Vaccine Clinic Participation Form to the nurse in order to receive a flu vaccine. Please consult with your healthcare provider as needed for any restrictions or special permission based upon your own personal health status.

Free Blood Pressure Screenings

Mondays from noon-1p.m. | Mary Dickinson Room |
Walk-in, no appointment needed!

Fall Semester 2017: November 20, December 18

Spring Semester 2018: January 22, February 19, March 19,
April 16, May 14, June 18

Caring for An Anging Parent

Presented by MetLife

Monday, November 13

HUB side rooms 201-202 | noon-1 p.m.

Taking care of your parents can be a challenge – physically, mentally and financially – and with that brings the responsibility of figuring out a financial plan to keep things in balance. This workshop also provides valuable tips for those caring for a spouse, relative or friend. It provides relevant information on anticipating a loved one's daily living activity needs, preparing for the responsibilities of being a caregiver – including the financial, mental and physical impact caregivers may face – and explores helpful planning options, tips and resources. Register for this program offered by MetLife to learn some tips and financial strategies. Employees may self-register online in Totara via the **Gateway**, by enrolling for the course name "Caring for An Aging Parent" and then signing up for the session. For assistance with registration, please send an email to devwell@dickinson.edu, or call ext. 8084.

Alzheimers Disease - What is happening to my loved one's memory?

Presented by UPMC Pinnacle Carlisle & Alzheimer's Association

Thursday, November 16

HUB Social Hall East | noon-1 p.m.

Do you wonder what is happening to a friend or loved one when they just can't remember things the way they used to? Have they gotten lost in a familiar place or seemed disoriented by situations that surprise you? Alzheimer's Disease is the most common form of dementia, affecting the brain's abilities in a variety of ways - but it is not a normal part of aging. Enroll in the Wellness Info Sessions course in **Totara** and sign-up to attend this session to learn more! For assistance with registration, please send an email to devwell@dickinson.edu or call ext. 8084.

Communication Links, Announcements & Reminders

Physical Wellness Program Incentive Prize Winner for Month of October

Congratulations to Sara Predmore, Library Services for being the Physical Wellness incentive prize winners for the month of October 2017 for participation in exercise/fitness programs in September! 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 Totara in the Gateway 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 e-mail to devwell@dickinson.edu or call ext. 8084.

WANT DETAILED INFORMATION FOR THESE PROGRAMS? GO TO EMPLOYEE GATEWAY > TOTARA AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.

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 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.

Aetna Globalfit Fitness Reimbursement Policy

As of July 1, 2017, all full-time employees, spouses and dependents (ages 18-26 years), who are Aetna members, are eligible for up to \$360 in fitness expenses reimbursed during each fiscal year (July 1 through June 30), including monthly fitness center membership fees, weight management programs, group exercise class fees, personal training fees, nutrition counseling fees and exercise equipment purchases. To request and submit for reimbursement, employees must register online via the Aetna Navigator portal for the Fitness Reimbursement program under GlobalFit fitbucks rewards. Eligible participants may submit expenses up to a maximum of \$360 (Aetna plan limit) during the year. Payments are processed and reimbursed quarterly until your plan limit is met. Participants must submit a reimbursement request within 90 days of the end of your plan term, which runs July 1 through June 30 coinciding with the academic/fiscal year. To receive a timely reimbursement of fitness expenses, please submit your requests online by the following suggested processing deadlines for each quarter:

January-March: March 15 | April-June: June 15 | July-September: September 15 | October-December: December 15

Reimbursement of submitted expenses may take 4-6 weeks from the suggested submission deadlines shown above. Full-time employees who are not participants in the Aetna medical insurance benefit may continue to submit fitness reimbursement requests to Human Resource Services.

*Part-time employees hired prior to July 1, 2017 may continue to submit gym membership reimbursement requests directly to Human Resource Services up to the maximum of \$360 per fiscal year. All part-time employees are eligible to participate in on-campus wellness programs.

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**

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