

“Engage employees in the development and implementation of workplace solutions through various forums that encourage open dialogue and discussion of key challenges. Promote lifelong learning by providing a variety of leadership, professional and personal development initiatives to employees and local communities.”

—From Strategic Plan III

Dickinson
Human Resource Services

2013–2014
PROFESSIONAL DEVELOPMENT AND WELLNESS OFFERINGS
HOLISTIC HEALTH INCENTIVE PROGRAM

OUR MISSION

Human Resource Services is committed, in partnership with the College and local communities, to attract and retain a diverse workforce of creative, motivated, and engaged individuals whose leadership and contributions support the College's mission and values.

OUR VISION

Human Resource Services aspires to create a culture that values people by serving as trusted advisors; creating strategic partnerships; being responsive to and respectful of individual needs, fostering a healthy work environment, and valuing cross-divisional communication and personal/professional development.

HUMAN RESOURCE SERVICES STAFF

John Weis, *Vice President of Human Resource Services*

Arlene Bones, *Director of Human Resource Services*

Steve Riccio, *Director of Staff Development*

Bernadette Pham, *Assistant Director of Benefits*

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Tammy Henneman, *Staff Development Assistant*

Denise Houser, *HR Staff Assistant*



WELCOME

Dear Fellow Employees,

First, I would like to thank you for your interest in participating in our professional development and wellness offerings. Each year, our goal is to offer a variety of programming to meet the needs of the college, employees, and family members. Similar to previous years, a comprehensive list of programs has been scheduled throughout the 2013-2014 year that you are invited to attend. For those of you who have participated in the Holistic Health Incentive Program (HHIP) in the past, you will notice that we have combined the booklet with the Professional Development and Wellness Catalog to serve as a “one-stop-shop” to select programs that are of interest to you while tracking your participation to earn credit toward financial rewards (see page 35).

Our HHIP incentive structure has been revised for this year, and the details for this year’s program are outlined on page 5. Based on published research and industry best practices, we feel the most important steps employees and family members can take to support a healthy lifestyle is to participate in both a **biometric screen** and complete a **health risk assessment** each year. You will not only gain valuable information specific to your wellbeing, but will also earn a \$100 Visa Gift Card for your efforts. Employees can also earn greater rewards by participating in additional programming throughout the year—from physical activity to professional development programming.

We encourage you to take advantage of these offerings and look forward to your participation in the coming year.

Sincerely,



John Weis
Vice President, *Human Resource Services*

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WHAT'S NEW FOR 2013-2014

Participants will now be able to send their books electronically to Human Resource Services once they have completed their activities at the end of the academic/fiscal year (June 2014).

WELLNESS

Value Based Insurance Design

(see page 24 for more information)

This new program provides extra savings for specific medical services and prescription drugs and is available to all employees and family members who are enrolled in the Dickinson College medical & prescription drug insurance plan through HealthAmerica with:

- ★ Asthma
- ★ Chronic Obstructive Pulmonary Disease (COPD)
- ★ Coronary Artery Disease (CAD)
- ★ Diabetes
- ★ Heart Failure

Holistic Health Incentive Program

Your feedback has resulted in improvements in how participants can track Holistic Health points. This more effective approach provides individuals the opportunity to record points electronically using the PDF version of this booklet. Individuals will also be able record all of their points on a single page (see page 35). Due to these improvements, limited number of copies of this booklet will be printed.

Holistic Health Divisional Challenge

A goal has been established for 75% of employees to complete the **Engaged** level of the Holistic Health program. This would include participating in both the biometric screen and health risk assessment (HRA) during the 2013-2014 year. To help generate participation, we will be hosting a friendly challenge between the college divisions. More information will be provided throughout the year.

Medical Self-Care

WellSense is a four-part series being introduced by HealthAmerica to employees and family members. Participants will review healthy habits to maintain optimal wellness, identify preventive screenings needed to detect

health problems at an early stage, and learn how to take a proactive approach to their health.

Self-Care Essentials is a book published by the Wellness Council of America (WELCOA) and is being made available to all employees throughout the year.

Digital Coaching Modules

(see page 22 for more detail)

Imagine having your own personal health coach—one who is well-trained in wellness, behavioral health, and disease management and can help address all of your health issues. Now with digital coaching, you can. Digital health coaching is available as part of Coventry WellBeing™. It includes in-depth consultation, personalized plans and additional tools. You can enroll in up to **nine** modules specific to topics from nutrition to sleep.

PROFESSIONAL DEVELOPMENT

Crucial Accountability—Tools For Resolving Broken Promises & Violated Expectations

This workshop enables those who already have knowledge of crucial conversations skills to diagnose why someone keeps falling short of set expectations and then derive a plan that both motivates and enables the other person to successfully change his or her behaviors.

Book Discussions

Interest and feedback from several employees have resulted in offering more book discussions in the upcoming year to include popular titles including *How Full is Your Bucket?*, *60-Second Time Out*, and *Wellbeing*.

Additional Programming

New workshops will be offered in 2013-2014 including Generational Diversity and Effective Approaches to Support International Students (in partnership with The Center for Global Study and Engagement).

2013-14 HOLISTIC HEALTH INCENTIVE MODEL

The incentive model for this year has been revised to highlight the importance of two initiatives important to an individual's wellbeing:

- ★ 1) biometric screen
- ★ 2) health risk assessment

Several studies have concluded the positive impact that both of these activities provide for both the participating individuals and the organization.

In previous years, employees were able to achieve either the **Engaged**, **Energized**, or **Elite** status based on the amount of participation in the five areas of wellness. Now, in order to qualify for any financial rewards, employees must complete the **Engaged** level by June 30, 2014 in order to be eligible for the other two reward categories (**Energized** and **Elite**).

Engaged

Complete Biometric Screen *and*
Complete Health Risk Assessment



Energized

Complete Engaged Level and earn 100-149 points from *each* of the five categories.



Elite

Complete Engaged Level and earn at least 150 points from *each* of the five categories.



Reward Structure

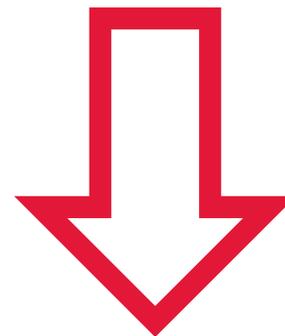
- ★ Employees who achieve the Engaged level will receive a \$100 Visa Gift Card
- ★ Employees who achieve the Engaged and Energized levels will receive both a \$100 Visa Gift Card and \$50 Visa Gift Card.
- ★ Employees who achieve the Engaged, Energized and Elite levels will receive two \$100 Visa Gift Cards.

Program Overview

We made earning a \$100 Visa Gift Card easy and it will take less than an hour of your time to complete. Here is what you will need to do:

- ★ 1) Schedule to complete a biometric screen through CLIQ or at devwell@dickinson.edu. The screen will be offered four times throughout 2013-2014. See the pages that follow for more information.
- ★ 2) Once you receive the results of your screen, complete the health risk assessment. You will need the results of your biometric screen to complete the assessment. Also, you can complete the assessment even if you are not a member of Health America medical insurance plan. Both online and paper copy versions are available.

1. BIOMETRIC SCREEN



2. HEALTH RISK ASSESSEMENT

2013-14 HOLISTIC HEALTH INCENTIVE MODEL

Step #1:

Complete Biometric Screenings

**Thursdays: September 12, November 21,
February 13, and April 22**
HUB side rooms 201-203 | 7:30–9:30 a.m.

Human Resource Services has collaborated with Holy Spirit Hospital to administer four biometric screening events throughout the 2013-2014 year. Holy Spirit's experienced nursing staff will be on hand to consult/comfort individuals as blood samples are collected and submitted for diagnostic test results. Personal results will be mailed to each participant to assure confidentiality. Components of the biometric screen will include:



Blood Pressure Screens: Listening to your heart and knowing your numbers can reduce your risk for cardiovascular disease. One of the best ways to prevent cardiovascular disease is to understand your risk by regularly checking your blood pressure.



Body Mass Index (BMI): Measurements of height, weight, waist and BMI are general predictors of your overall health. Early detection of cardiovascular and other diseases lead to effective treatments to keep strong and healthy. Measurements will be taken by customary methods. A tape measure will be utilized to determine height and waist measurements. Your privacy will be ensured during this procedure.



Stroke Risk Assessment: Cardiovascular diseases, including stroke, are our nations' number one killer of men and women. A stroke risk assessment involves screening levels of total cholesterol, LDL, HDL, triglycerides and glucose.

Nutrition and your Biometric Screening Results

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

Step #2:

Complete Health Risk Assessment

A health risk assessment (HRA) is a web or paper-based questionnaire that asks questions about your family medical history, your own medical conditions and your lifestyle habits. Your specific answers will be used to generate a personalized, comprehensive report summarizing your current health status.

Health Risk Assessment Instructions for both Members and Non-Members of HealthAmerica may be found in the Appendix section.

Frequently Asked Questions for Completing the Engaged Level of Participation

- Q:** When should I expect to receive the results of my biometric screen?
- A:** Typically, participants are mailed the results within 10-14 days.

- Q:** Can I participate in more than one biometric screen offered by the college?
- A:** Employees and/or eligible family members are provided with one free biometric screening per year. If your primary care physician recommends more frequent screenings, please work directly with your physician.

- Q:** Can a family member participate in the biometric screen and health risk assessment?
- A:** Yes. We feel it is just as critical for family members to complete the biometric screen and health risk assessment as it is for Dickinson employees.

- Q:** Can I participate in the biometric screen at my doctor's office?
- A:** Yes. We would just need to see proof that you did participate in the screening. Please note that any lab work that is completed outside of your primary care physician's office is subject to the medical insurance deductible under the college's HealthAmerica plan.

- Q:** What are the benefits of taking the health risk assessment?
- A:** With the HRA, you'll find some recommendations for steps to take in managing your health. Using these guidelines, you can reduce your risks for developing health problems in the future while improving the quality of your life. Your personal report will include:
- ★ An evaluation of your health, including an overall "wellness score"
 - ★ Information about any health risks that may apply to you
 - ★ Suggestions on how to reduce or eliminate your risk
 - ★ A summary to share with your doctor, if you choose

Q: How long will it take to complete the health risk assessment?

A: The assessment should take approximately 20-25 minutes if you have the information from your biometric screen with you when completing the assessment.

Q: Is the health risk assessment (HRA) confidential? Will the college know the results of my biometric screen and health risk assessment?

A: The HRA is confidential, and Human Resource Services will only receive an aggregate (summary) report of the biometric screen and health risk assessment. This will allow us to track the progress being made by the entire employee population on a year-to-year basis. All information in the assessment and your personal health report is confidential. The college will never see your individual results. A third-party vendor processes your assessment. No data from the assessment is ever linked to your name or member ID number in employer reports.

If you would like more information, please contact Steve Riccio at ext. 8014 or riccios@dickinson.edu.

METABOLIC SYNDROME

Metabolic syndrome is a collection of heart disease risk factors that increase your chance of developing heart disease, stroke, and diabetes. The condition is also known by other names including Syndrome X and insulin resistance syndrome. According to a national health survey, more than one in five Americans has metabolic syndrome. The number of people with metabolic syndrome increases with age, affecting more than 40 percent of people in their 60s and 70s.

What are these health risks?

You are diagnosed with metabolic syndrome if you have three or more of the following:

- ★ A waistline of 40 inches or more for men and 35 inches or more for women (measured across the belly)
- ★ A blood pressure of 130/85 mm Hg or higher or are taking blood pressure medications
- ★ A triglyceride level above 150 mg/dl
- ★ A fasting blood glucose (sugar) level greater than 100 mg/dl or are taking glucose-lowering medications
- ★ A high density lipoprotein level (HDL) less than 40 mg/dl (men) or under 50 mg/dl (women)

Note: Participation in the college's biometric screening and regular visits with your primary care physician will determine if you are at risk.

How do I prevent or reverse metabolic syndrome?

Since physical inactivity and excess weight are the main underlying contributors to the development of metabolic syndrome, getting more exercise and losing weight can help reduce or prevent the complications associated with this condition. Your doctor may also prescribe medications to manage some of your underlying problems. Some of the ways you can reduce your risk:

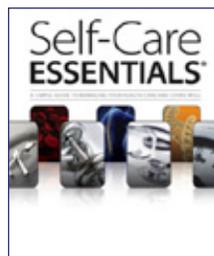
- ★ **Lose weight**—Moderate weight loss, in the range of 5 percent to 10 percent of body weight, can help restore your body's ability to recognize insulin and greatly reduce the chance that the syndrome will evolve into a more serious illness.
- ★ **Exercise**—Increased activity alone can improve your insulin levels. Aerobic exercise such as a brisk 30-minute daily walk can result in a weight loss, improved blood pressure, improved cholesterol levels and a reduced risk of developing diabetes. Most health care providers recommend 150 minutes of aerobic exercise each week. Exercise may reduce the risk for heart disease even without accompanying weight loss.



★ **Consider dietary changes**—Maintain a diet that keeps carbohydrates to no more than 50 percent of total calories. Eat foods defined as complex carbohydrates, such as whole grain bread (instead of white), brown rice (instead of white), and sugars that are unrefined (instead of refined; for example cookies, crackers). Increase your fiber consumption by eating legumes (for example, beans), whole grains, fruits and vegetables. Reduce your intake of red meats and poultry. Thirty percent of your daily calories should come from fat. Consume healthy fats such as those in canola oil, olive oil, flaxseed oil and nuts.

★ **Limit alcohol intake**—Consume no more than one drink a day for women, or two drinks a day for men.

Source: WebMD, www.webmd.com/heart/metabolic-syndrome/metabolic-syndromewhat-is-it



Introducing Self-Care Essentials

In an age of soaring health care costs, educating employees on how to best care for their health and the health of their families can be challenging. Self-Care Essentials is a simple, information-packed guide to help your employees manage their health care and live well. The information is reliable and easy-to-understand—teaching employees to make positive lifestyle choices.

Please contact Human Resource Services to receive a complimentary copy of this book.

To learn more about medical self-care, we invite you to participate in an upcoming new series called *WellSense*. See 23 for more information.

HOLISTIC HEALTH DIVISIONAL CHALLENGE:

Goal

75% of employees complete biometric screen and HRA

Academic Affairs _____%	College Advancement _____%
Enrollment, Marketing, and Communications _____%	Finance and Administration _____%
Human Resource Services _____%	Library and Information Services _____%
Student Development _____%	President's Office _____%

Given the emphasis being placed on both the biometric screen and health risk assessment, we have created the Holistic Health Divisional Challenge creating a friendly competition focused on personal health and wellbeing between each division on campus. The division which has the highest percentage of employees who complete both the biometric health screen and health risk assessment by June 30, 2014 will be recognized as the winner of the challenge. The winning division will receive a picnic luncheon.

Please see the *Holistic Health Points Tracker* in the appendix area of the catalog.

Wellness Week—April 21-25, 2014

Wellness Week is held each year during the month of April. The week includes programs covering a variety of Wellness topics. Please mark your calendars and plan to attend the free health screenings, information sessions, and optional try-it sessions!

- ★ **Monday:** Blood Pressure Screenings, Qigong, Pilates, Water Aerobics, and Zumba
- ★ **Tuesday:** Biometric Screenings, Benefits & Wellness Fair, and Sports Yoga
- ★ **Wednesday:** Fueling for Exercise (Nutrition), Weight Watchers, Vinyasa Flow Yoga, and Pilates
- ★ **Thursday:** Eldercare (Emotional Wellness), Mid-Day Meditation, and QiYoga
- ★ **Friday:** Asthma & COPD information session and Dynamic Fusion (Physical Wellness)

Remember to check Vitality, Posters, and The Compass for the latest list of professional development and wellness programs.



PROFESSIONAL DEVELOPMENT

Department Training

Human Resource Services works with departments throughout the year to support their overall goals and developmental needs. Our division offers several workshops in the following categories. Please note that workshops listed in the catalog can be customized to address your specific department's needs.

- ★ Communication
- ★ Personal Development
- ★ Service
- ★ Strategic Planning
- ★ Supervisory Basics
- ★ Team Development

If your department has a specific interest in a program or service that you wish to discuss, please contact Steve Riccio, Director of Staff Development, at ext. 8014 or riccios@dickinson.edu.

Individual Performance Profile (IPP)

This program is designed for current and aspiring supervisors to provide an inventory of both strengths and development opportunities by receiving performance feedback from their direct supervisor, peers, direct reports (if applicable), and other professionals outside of the college who are familiar with the individual's performance.

Once the feedback has been provided, employees will be given a comprehensive report summarizing the feedback received based on a list of sixteen leadership competencies. During this confidential process, each participant will take part in follow-up discussions with a certified facilitator to interpret the results as well as create an individual development plan through a direct partnership with his or her direct supervisor.

For more information about the program, please contact Steve Riccio, Director of Staff Development, at riccios@dickinson.edu or ext. 8014.

Are you seeking career advice?

Preparing for an on-campus interview? Haven't updated your resume in years? Have no idea what strengths you bring to the workplace? The staff at the Career Center is available to provide you and your family members with valuable resources including interviewing advice, resume critiques, and much more. To schedule an appointment, please contact ext. 1740 or e-mail career@dickinson.edu.



Mentoring @ Dickinson

We feel that mentoring is one of the most important developmental activities an employee can participate in because, if engaged in the ideal relationship, it can produce immediate results for the mentor, mentee, and the college. Individuals may seek a mentor for a variety of reasons including:

- ★ Being new to the college and wanting to obtain a broader view of Dickinson
- ★ Facing a particular workplace challenge that requires a different perspective
- ★ Being recently promoted to a supervisory role and wishing to gain insight from a colleague with more experience

Mentors are selected beyond the experience they would bring to a relationship. Effective mentors are also good listeners who respect confidentiality and realize they have as much to gain as the mentee.

If you are seeking a mentor or wish to offer your time and assistance as a mentor, please contact Steve Riccio, Director of Staff Development, at ext. 8014 or by e-mail at riccios@dickinson.edu.

COMPLIANCE

Preventing Workplace Harassment

*Presented by Dana Scaduto, General Counsel & Steve Riccio,
Director of Staff Development*

Location varies by date

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we have revised our training approach to further increase the awareness of workplace harassment at the college. This includes implementing a series of web-based modules specific to faculty, supervisors, and staff to allow for flexibility in order to complete the training. In addition, our training requirements have been modified to reflect our obligation to provide a hostile-free work environment for all Dickinson employees and students. As of February 2012, all employees of the college must complete the Preventing Workplace Harassment training program each year.

Please plan to select one of the upcoming sessions listed below:

NON-SUPERVISORY SESSIONS

Tuesday, August 20 | 11 a.m.–noon

Tuesday, November 26 | 11 a.m.–noon

Thursday, January 16 | 11 a.m.–noon

Thursday, May 15 | 9:30–10:30 a.m.

FACULTY, ADMINISTRATIVE AND SUPERVISORY SESSIONS

Tuesday, August 20 | 2:30–4 p.m.

Tuesday, November 26 | 1:30–3 p.m.

Thursday, January 16 | 1:30–3 p.m.

Thursday, May 15 | 2:30–4 p.m.

Preventing Workplace Harassment: NOW ONLINE!



Employees who have previously completed an in-class session in the last three years may opt to complete the online module option offered through United Educators. If eligible, please click on the link below to register and complete the online option:

- ★ 1) Click on the following link:
[Preventing Workplace Harassment \(https://elearning.ue.org/login/index.php\)](https://elearning.ue.org/login/index.php)
- ★ 2) First-time users should select the link to Create a New Account on the right side of the screen.
 - a. Enter Dickinson's registration code:
0582-3959-XY12
 - b. Provide specific information about your role and create a username and password.
- ★ 3) Use the username and password each time you log in to the module using the link provided in step 1.

The module is accompanied with audio to support the learning. As an alternative, you may select the Transcript function and mute the sound on your computer. The course should take approximately 45 minutes to complete. If you need to stop at any point, you may log back in and the course will resume where you left off. Once completed, simply click the certificate link to document course completion (certificates **do not** have to be e-mailed to verify completion). If you experience any technical difficulties, please contact the help desk at ext. 1000 or helpdesk@dickinson.edu.

Update on Employment Law: What Every Supervisor Should Know

Presented by Denette Moul, Rising Sun Consultants

Thursday, August 1 | *HUB Social Hall West* | 9–10:30 a.m.

Thursday, March 14 | *Stern Center, room 102* | 9–10:30 a.m.

As a supervisor how often have you heard “I’m sorry we are not able to do that”? This workshop will give you the employment compliance information you need to make decisions that are lawful and in the best interest of employees and management. Gain a basic understanding of the major legislative acts that impact how we supervise employees including EEO, FLSA and Labor Relations.



Understanding FERPA

Presented by Dana Scaduto, General Counsel and Karen Weikel, Registrar
Tuesday, January 14 | Stern Center, room 102 | noon–1 p.m.

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

SAFETY TRAINING

CPR, First Aid & AED Certification

Presented by the Department of Public Safety
DPS Conference Room

SESSION DATE OPTIONS:

Monday, October 21 or Monday, March 10
8 a.m.–noon or 1–5 p.m.

The CPR/First Aid/AED certification course provides training to prepare 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 for a potentially life-threatening situation. The training for skills is followed by a skills demonstration test and a written exam. **Recertification requires a current/valid card for the participant.*

Self Defense (for women only)

Instructor: Officer Marcia Wolf, DPS
Monday, October 28

DPS Conference Room, Kaufman Building | 9 a.m.–noon

This crime prevention course provides participants with an introduction to self-defense techniques covering a general awareness and familiarization of crime prevention and self-defense issues. This workshop, specific to the female population, includes discussion and hands-on physical training to demonstrate techniques, allowing each person to make an informed decision about their options. Participants should dress for physical activity but are free to opt-out of any activities they do not wish to perform.



Ergonomics

Presented by B.J. Shoemaker, Director of Environmental Health and Safety

Thursday, October 31

HUB Social Hall West | noon– 1 p.m.

Ergonomics is the study of equipment designed with humans in mind. Good home and office ergonomics is important because, as a society, we are spending more and more time working and “playing” at the computer—something

our bodies are not necessarily designed to do. This session will assist in identifying some of the challenges in office workplaces today and the role ergonomics plays in addressing these challenges.



Top 10 Safety & Wellness Issues in the Workplace and Home

Presented by B.J. Shoemaker, Director of Environmental Health and Safety and Steve Riccio, Director of Staff Development

Thursday, January 9 | HUB Social Hall West | noon– 1 p.m.

In this session, we will discuss the most common issues related to personal health and wellness and how to integrate simple tips to improve the wellbeing of you and your family.

SUPERVISORY SKILLS



NEW! Roundtable Conversations

In addition to classroom-based and online training, supervisors can learn as much, if not more,

from their peers from other departments and divisions. This new learning format invites all supervisors to monthly breakfast discussions on important topics and issues based on the needs and interests of those serving in management roles. This design also provides opportunities for supervisors to build valuable relationships with colleagues across campus.

Sessions will include:

- ★ **October 22:** Leading Through Transition
—*Dan Jensen*
- ★ **December 3:** Introduction to Crucial Accountability—*Steve Riccio*
- ★ **February 11:** Team Building & Individual Preferences—*Dan Jensen*
- ★ **March 25:** 60 Second Time Out—*Mike Greene*

Look for session descriptions in CLIQ, The Compass, and Vitality.

Management Development Program

The Management Development Program (MDP) is an in-depth, year-long certification program designed for current supervisors as well as those preparing to supervise. Employees who participate in the MDP program will acquire a greater understanding of management knowledge, skills, and abilities to enable them to be successful in their current role while enabling future success. Facilitators for the program will include faculty and administrators as well as local professionals with expertise in certain disciplines and knowledge of the higher education environment.

The Management Development Program showed me ways in which I can meet the day-to-day challenges of my job and inspire me to be a leader in my department and the larger campus community.

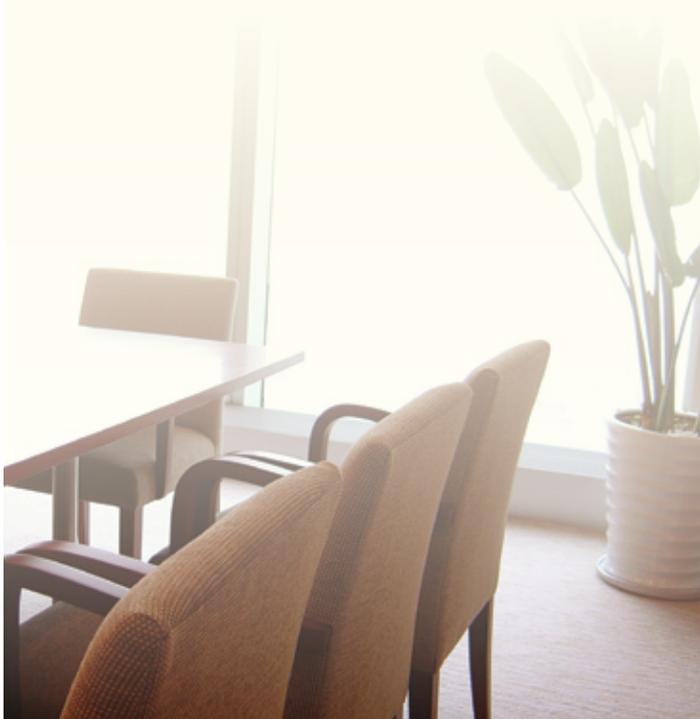
—*Max Pearlstein, Marketing and Communications*

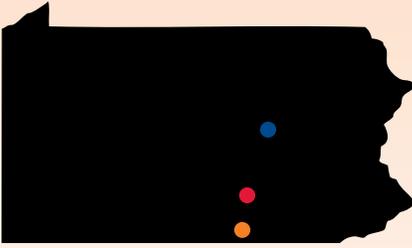
The general program format will be hands-on using case studies and simulations to discuss real challenges that supervisors face in higher education every day. Participation in the program presents an exciting opportunity to develop the leadership potential of Dickinson College for the future.

The program will be comprised of seven (7) modules, each a hands-on, instructional workshop focused on relevant topics in the higher education environment. Topics that will be offered within the certification program will include:

- ★ Conflict Skills for Supervisors
- ★ Creating an Inclusive Work Environment
- ★ Interviewing and Selection
- ★ Legal Issues in Higher Education
- ★ Managerial Decision Making
- ★ Motivating Yourself and Your Team During Challenging Times
- ★ Senior Leader Panel Discussion
- ★ Setting Strategic Priorities
- ★ The Financing of Higher Education

To be considered or to receive more information, please contact Steve Riccio, Director of Staff Development by e-mailing riccios@dickinson.edu or calling 254-8014.





Higher Education Leadership Institute of Central Pennsylvania

This multi-institutional initiative is designed to help prepare administrative leaders from Bucknell University, Dickinson College, and Gettysburg College in addressing the complex challenges facing higher education. This cohort-based program will be both collaborative and experiential allowing participants to forge valuable relationships with colleagues while also focusing on the importance of individual

development. The cohort's involvement in self-reflection, coaching, scenario-based exercises, and goal setting will allow for direct application of these experiences within their respective campuses.

As a result of the program, participants will be able to:

- ★ Capitalize on personal leadership strengths to produce further contributions to the institution
- ★ Identify opportunities for further growth both individually and within their respective departments
- ★ Set the example for others by aligning their actions with a set of shared values and a common vision
- ★ Build collaboration, teamwork, and trust in both an inter and intradepartmental context
- ★ Navigate through conflict that can limit professional and organizational growth
- ★ Apply the knowledge learned to current personal and institutional challenges

To be considered or to receive more information, please contact Steve Riccio, Director of Staff Development by e-mailing riccios@dickinson.edu or calling 254-8014.

PERSONAL EFFECTIVENESS



Crucial Conversations

Instructor: Steve Riccio, Director of Staff Development

May 20, 22, 27, 29 | Stern 102 | 9 a.m.–noon

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.

As a new manager, I have often found myself lacking the skills that I need to address sensitive subjects in the workplace, especially with all of the long standing relationships our department has built. By attending this session on how to hold crucial conversations, it not only gave me the skills that I need; but also the confidence to be successful.

—Jen Acuna, Dining Services

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
- ★ *foster teamwork*—get the right people involved in a way that ensures better decision-making and guarantees commitment and conviction.

PERSONAL EFFECTIVENESS



NEW! Crucial Accountability

Instructor: Steve Riccio, Director of Staff Development

January 7, 14, 16 | 9–10:30 a.m.
Stern Center, room 102

Participant must have completed the Crucial Conversations Program. This companion course builds on the skills learned in Crucial Conversations and introduces a powerful set of new skills to resolve your most challenging accountability issues. It enables those who already have knowledge of crucial conversations skills to diagnose why someone keeps falling short of set expectations and then derive a plan that both motivates and enables the other person to successfully change his or her behaviors. These additional skills are perfect for crucial accountability conversations that seem resistant to dialogue skills alone.



7 Habits of Highly Effective People

February 6, 13, 20, 27

Stern Center, room 102
11:45 a.m.–1:15 p.m.

The 7 Habits of Highly Effective People is designed for individuals to apply timeless principles that yield positive results, witness improved communication, build and strengthen relationships, increase influence, and gain better focus on critical priorities.

At the end of the program, participants will be able to:

- ★ Prioritizing tasks
- ★ Improving working relationships
- ★ Becoming more efficient
- ★ Managing multiple tasks
- ★ Enhancing communication skills
- ★ Voicing Opinions with Confidence
- ★ Being patient and listening to others
- ★ Increasing self confidence
- ★ Being more assertive
- ★ Improving organizational skills



Change Anything: Skills for Self-Directed Change

Instructor: Steve Riccio, Director of Staff Development

March 6, 13, 20, 27

Stern Center, Room 102 | 8:30–10 a.m.

Everyone knows an organization can't improve unless its people do. And people don't change unless they are willing and able to do so. Change Anything is a breakthrough application of powerful social science skills to equip everyone with the ability to succeed at self-directed change. Change Anything skills help employees and leaders take charge of their own change in ways that lead to greater engagement, performance, health, and personal happiness.

Change Anything has helped me in all aspects of my life. The workshop has enabled me to recognize areas that need adjusting and has provided the tools to better myself and those around me.

—Victor Paige, Facilities

Change Anything will teach participants how to:

- ★ Diagnose what's keeping them stuck in the status quo.
- ★ Create change plans that lead to desirable and lasting results.
- ★ Translate performance feedback into action.
- ★ Use six sources of influence to make individual change inevitable.

NEW! Generational Diversity

Presented by Denette Moul, Rising Sun Consultants

Thursday, August 13 and Wednesday, January 8
HUB Social Hall West | noon–1:30 p.m.

Are We Really That Different? Are you having difficulties in the workplace dealing with older or younger co-workers? If you said yes, you may be dealing with Generational Diversity. During this session we will define the generations that currently comprise today's workforce by identifying and discussing the unique values, beliefs, gifts and challenges each brings into the workplace. We will also explore several techniques that engage workers, reduce conflict and support a cohesive work environment.

Administrative Professionals Certificate Program

4-SESSION SERIES

January 8, 10, 13, 15 | *Location varies by date* | 9–11 a.m.

This offering is intended for administrative professionals in both the academic and administrative departments. Participants will take part in a series of interactive sessions designed to provide greater knowledge and confidence in their challenging roles. Sessions will include:

January 8: Mary Dickinson Room

Customer Service

Presented by Mary Foltz, Service Counts!

January 10: Information Commons Classroom, Library (lower level)

Technical Skills for the Administrative Professional

Presented by Jeanette Gribble, User Services

January 13: HUB side room 201

Business Communications

Presented by Office of Marketing & Communications

January 15: Mary Dickinson Room

Being Influential

Presented by Rhonda Campbell, Rhonda Campbell Consulting Solutions

College Preparation for Parents

PART I | September 19 or May 8

High School Counseling and Admissions

PART II | September 26 or May 15

Financial Aid and Tuition Benefits

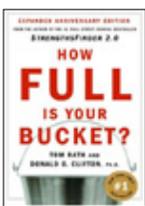
Various locations

Human Resource Services, Admissions and Financial Aid, in conjunction with local area high schools offer workshops for employees and their families to learn more about the college selection and financial aid process. The program will provide guidelines for starting the college search while attending high school, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson's three tuition programs. We encourage all parents to attend if your child is a junior or senior in high school and planning to attend college.



BOOK REVIEWS

Throughout the year, we will be hosting book reviews to discuss some of the most influential and thought provoking books focused on our personal and professional development. Individuals who register for the workshops will be provided with a complimentary copy of the before the workshop to read and come prepared to discuss.



How Full is Your Bucket?

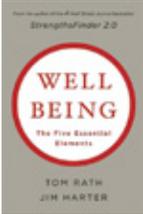
Presented by Steve Riccio

November 7 | *HUB Siderooms 205-206*
noon–1 p.m.

How did you feel after your last interaction with another person? Did that person—your spouse, best friend, coworker, or even a stranger—“fill your bucket” by making you feel more positive? Or did that person “dip from your bucket,” leaving you more negative than before?

The #1 *New York Times* and #1 *BusinessWeek* bestseller, *How Full Is Your Bucket?* reveals how even the briefest interactions affect your relationships, productivity, health, and longevity. Organized around a simple metaphor of a dipper and a bucket, and grounded in 50 years of research, this book will show you how to greatly increase the positive moments in your work and your life—while reducing the negative.

BOOK REVIEWS



Wellbeing

Presented by Steve Riccio

March 6 | HUB Siderooms 205-206 | noon-1 p.m.

Much of what we think will improve our wellbeing is either misguided or just plain wrong. Contrary to what many people believe, wellbeing isn't just about being happy. Nor is it only about being wealthy or successful. And it's certainly not limited to physical health and wellness. In fact, focusing on any of these elements in isolation may drive us to frustration and even a sense of failure.

When striving to improve our lives, we are quick to buy into programs that promise to help us make money, lose weight, or strengthen our relationships. While it might be easier to treat these critical areas in our lives as if they operate independently, they don't. Gallup's comprehensive study of people in more than 150 countries revealed five universal, interconnected elements that shape our lives:

The Five Essential Elements

- ★ Career Wellbeing
- ★ Financial Wellbeing
- ★ Social Wellbeing
- ★ Physical Wellbeing
- ★ Community Wellbeing



PERFORMANCE MANAGEMENT



In January 2013, Dickinson College implemented a new performance management system, **ReviewSnap**. This system is designed to produce greater efficiencies and be more sustainable than the processes used in previous years to track employee performance appraisals.

ReviewSnap is now located within the employee [Gateway](#), found under the Employee tab in the Current Employees block. For a step-by-step tutorial, please visit the LIS Web site:

http://lis.dickinson.edu/Technology/Training/Tutorials/ReviewSnap/reviewsnap_faqs.html

LIS training sessions are offered throughout the year. Along with the inclusion of introductory reviews, the new system also offers the ability to make journal entries to track accomplishments throughout the year.

COMMUNITY & COLLEGE SERVICES

Effective Approaches to Support International Students

2-SESSION SERIES

September 10 and 17 | *Stern Center, room 102*

With the increasing enrollment of international students throughout the United States and here at Dickinson, this two-part program is designed to provide participants with both the knowledge and guidance to support international students throughout their experience. During this workshop, participants will learn about our international student population and build a stronger appreciation of the adjustment students are challenged with while learning a different culture than their own. Participants will be able to ask questions and engage with real-to-life scenarios to help respond to student needs.

Inside Dickinson

Tuesday, October 15 | *Catering (Social Hall East)*

Wednesday, January 15

Wellness Center (Wellness Center) | noon–1 p.m.

To be more effective in carrying out our own work responsibilities, we must be knowledgeable of the services that are offered by our colleagues across campus. Inside Dickinson is an opportunity to learn how various departments support the academic mission of the college.

Navigating Dickinson— Welcome program for newly hired employees of the college

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.

Day of Caring Coming Spring 2014!

*Meet at Anita Tuvin
Schlechter Auditorium
(ATS)*

Coming off of the highly successful Dickinson Day of Service in October 2011, Dickinson College will again collaborate with the United Way of Carlisle and Cumberland County and their partnering agencies. Providing a helping hand within our community is an essential element

to the college's mission. All employees must first receive approval from their supervisors before registering for the event. Also, employees are allowed to take up to four (4) hours of paid time to perform community service work per year.



Community Service Benefit

All administrative and support staff employees will be allowed to volunteer **up to four (4) hours** of paid time from July 1 to June 30.



COMMUNITY & COLLEGE SERVICES

Faculty, Administrator, and Staff (FAS) Pride @ Dickinson Safe Zone Training

Brian Patchcoski, Director of the Office of LGBTQ Services

October 18, 2013 | Althouse 201 | 9 a.m.–noon

February 6, 2014 | Althouse 201 | 9 a.m.–noon

The Pride @ Dickinson Safe Zone Program seeks to create a safer and more inclusive campus environment for all members of the campus community by reducing heterosexism, homophobia, biphobia, and transphobia. Through the training program and the display of Pride @ Dickinson stickers, the program creates a visible and supportive network of gay, lesbian, bisexual, transgender, queer, and ally members of the campus community who have a basic knowledge about issues of sexual orientation and gender identity and are able to provide support and referrals to members of the campus community. A continental breakfast will be provided at the training sessions.

For more information, please visit: go.dickinson.edu/LGBTQ. Trainings can also be scheduled by appointment for groups of six or more. If you wish to bring a Pride @ Dickinson Safe Zone training to your department, contact: LGBTQ@dickinson.edu.

Transgender 101/Gender Non-Conforming Training

Brian Patchcoski, Director of the Office of LGBTQ Services

November 7, 2013 | Althouse 08 | noon–1:30 p.m.

April 23, 2014 | Althouse 08 | noon–1:30 p.m.

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

BUDGET & TECHNICAL TRAINING



Web-Based Technical Training

Lynda.com offers online tutorials on several technical applications including Outlook, Excel, HTML, and Flash. Tutorials vary in length and participants can choose viewing an entire tutorial or simply learn about a specific technique. This can be most helpful when you have an important project to complete with time constraints.

If someone from your department is interested in receiving an account to use Lynda.com, please contact the LIS Help Desk at x1000 or helpdesk@dickinson.edu. An account will be created for that individual and an e-mail will be sent confirming registration. Instructions will be provided in the e-mail on how to access the site. Individuals will have access to all courseware for fourteen (14) days. Please contact the LIS Help Desk if additional time is required. You may also log onto the Web site to preview the course list and quality of the online instruction before requesting an account.

BUDGET & TECHNICAL TRAINING

Banner Self-Service Budget Training

Instructor: Margaret Stafford

Tuesday, September 10

1:30–3 p.m.

Tuesday, February 4

**South College (2nd Floor),
Room 212-214 | 9–10:30 a.m.**

This workshop is designed to help Budget Officers and/or their designated proxies understand and monitor their assigned budgets and restricted funds. Included topics are:

- ★ Definition of key budget concepts
- ★ Explanation of budget coding and processes on campus
- ★ How to access and read budgets in Banner Self-Service
- ★ Management of budgets and monies from other sources (restricted funds)

This workshop is suitable for both new Budget Officers/Proxies and those individuals who simply want a refresher course on Dickinson's budget processes.

Purchasing Card Reconciliation Training

Instructor: Miriam McMechen

Thursday, September 12

1:30–3 p.m.

Thursday, February 6

**South College (2nd floor),
Room 212-214 | 1:30–3 p.m.**

If you are a Dickinson College purchasing cardholder or the proxy for a cardholder, please join us for a purchasing card training/refresher course. We will go over how to use the card as well as how to code transactions online. Be sure to bring your login information and any questions you may have to the class.

LIS Technology Certification

Throughout the 2013-2014 year, the Library and Information Services (LIS) division will continue to host a series of technology certification programs for individuals of all skill levels. This year's programs will include the many features from Office 2010.

For more information about the upcoming certification programs, go to: <http://lis.dickinson.edu/Technology/Training/Workshops/index.html>

"As a result of the certification programs, I have become more efficient in my position. In class, we not only learned from our instructor, but also from one another. A very valuable experience. Thanks for offering!"

Customized Technical Workshops

Does your department need a more efficient approach to using technical applications such as Excel and Outlook? Contact the Help Desk at ext. 1000 to request a workshop that can be designed to provide immediate solutions to your ongoing challenges.

Banner Self Service: Online Tutorial



Employees who are new to Dickinson College or need a refresher on a certain component

of the web-based application can access this interactive tutorial through the Dickinson Gateway. Employees can view procedures including how to:

- ★ Complete and/or approve time sheets
- ★ View current and past pay stubs
- ★ Access leave balances
- ★ Update emergency contact information
- ★ And more

To access the tutorial (Banner Self Service Training), go to <http://www.dickinson.edu/gateway>. After logging into the Gateway with your network username and password, click the Banner Self Service tab.

"Dickinson's array of wellness programs gives each of us an opportunity not only to choose a healthy lifestyle, but also and most importantly to "pay it forward" to the health and wellness of our loved ones. Our active participation in a wellness program is an instrument for change, starting with us, then to our families, and further branching out to our communities. Adopting a healthy lifestyle can be a contagious phenomenon. Thanks, Dickinson, for offering a wide variety of programs for all energy levels!"

—*Sheri Davis-Cordell, Education*

WELLNESS



My Online Services

Coventry Health Care makes it easy for you to manage your health and benefits with My Online Services. The most important information is right in front of you—where it's easiest to use. From a single screen you can access:

- ★ *your personal health record*, allowing you to view, store and track your information securely
- ★ *claims activity* showing how much of your deductible you've met and other important information
- ★ *Coventry WellBeingSM tools* featuring a health risk assessment and personalized digital coaching
- ★ *Medications* including dosage and last refill date with easy access to the prescription drug formulary and drug information
- ★ *lab results* marking your most recent tests and results
- ★ *health news* presenting important breaking news that is tailored to your needs
- ★ *calendars and reminders* so you can track appointments and schedule reminders for important services
- ★ *provider search tools* that connect you with providers that best match your needs.

With just the click of a mouse, you can also:

- ★ view explanation of benefits online
- ★ request, display or print a temporary ID card
- ★ update your communication preferences and much more.

Make the most of your health and benefits online from the My Online Services welcome page at <https://member.cvtv.com/memberPortalWeb/appmanager/memberPortal/member> where you can log in or choose “Register Now” if you are a new user.

The My Online Services flyer can be found on the Human Resource Services Web site at www.dickinson.edu/uploadedFiles/about/offices/human-resource-services/content/MyOnlineServices%20flyer.pdf

PREVENTATIVE HEALTH SCREENINGS

Free Blood Pressure Screenings!

Offered by Bonnie Berk

MONDAY DATES FOR 2013-2014

2013: July 22, August 19, September 16, October 21, November 18, December 16

2014: January 20, February 17, March 17, April 21, May 19, June 16

LOCATIONS/TIMES: Facilities Management: 6:45–7:45 a.m. and 2:15–3:15 p.m., **Mary Dickinson Room,**

HUB: noon–1 p.m., **Dining Services:** 1:30–2 p.m.

NO REGISTRATION REQUIRED – JUST WALK-IN!

Biometric Screenings

Administered by Holy Spirit Hospital

THURSDAYS: September 12, November 21, February 13, and April 22

HUB side rooms 201-203 | 7:30–9:30 a.m.

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

WELLNESS

Digital Coaching

Imagine having your own personal health coach—one who is well-trained in wellness, behavioral health, and disease management and can help address all of your health issues. Now with digital coaching, you can. Digital health coaching is available as part of Coventry WellBeingSM. It includes in-depth consultation and personalized plans and tools. You can enroll in the following programs:

- ★ **Balance**TM weight management
- ★ **Breathe**TM tobacco cessation
- ★ **Nourish**TM nutrition improvement
- ★ **Move**TM physical activity
- ★ **Relax**TM stress management
- ★ **Achieve**TM cholesterol management
- ★ **Control**TM blood pressure management
- ★ **Overcoming**TM insomnia
- ★ **Overcoming**TM depression

HOW IT WORKS

A good coaching session begins with an in-depth consultation. And, a good coach gets to know you and asks questions about your personal situation, your motivation to deal with health issues, your selfconfidence, and what you perceive to be barriers to your success.

YOUR “COACH” BUILDS A PERSONALIZED SUCCESS PLAN BY COMBINING:

- ★ 1.) What the coach has learned about you
- ★ 2.) All the clinical training and experience the coach has on this topic
- ★ 3.) Methods that are most likely to get you to change

THE COACH THEN GOES OVER THE PLAN TO HELP YOU REALIZE:

- ★ 1.) Where you are
- ★ 2.) Where you want to be
- ★ 3.) How you can get there

Your coach will give you a personal action plan, tools and resources to help you reach your goals. The coach will follow up with you to see if your plan is giving you the results you want. Digital health coaching is free. It's fun. It's private. And, it doesn't require an appointment. Your digital coach is ready when you are because it's accessible 24/7 through My Online ServicesSM.



GET ON THE ROAD TO BETTER HEALTH WITH DIGITAL COACHING

TODAY. Visit the Web address shown on your member ID card and log in to or register for My

Online Services. You will find “WellBeing Solutions” under “Wellness Tools” at the top of the page.

Seasonal Flu Vaccines

Administered by Wellness Center Staff

DATE OPTIONS:

Wednesday, October 23 | 9–11 a.m.

Wednesday, November 6 | 11 a.m.–1 p.m.

HUB Social Hall

Receiving a seasonal flu vaccination (that includes the H1N1 vaccine) 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.

WELLNESS WORKSHOPS

Sleep Disorders Information Session

Administered by Holy Spirit Hospital

Thursday, September 12 | Stern Center, room 102

Diabetes Information Session

Administered by Holy Spirit Hospital

Thursday, November 21 | HUB Social Hall West

Heart Disease Information Session

Presented/Administered by Holy Spirit Hospital

Thursday, February 13 | HUB Social Hall West

noon–1 p.m.

Asthma & COPD Information Session

Presented/Administered by Holy Spirit Hospital

Friday, April 25 | Stern Center, room 102

noon–1 p.m.

Wellsense: Medical Consumerism Series

Presented by Susan McGreevy, Health America

FALL SESSION DATES: September 10, September 24, October 8, October 22

SPRING SESSION DATES: February 11, February 25, March 11, March 25

Location varies by date | noon–1 p.m.



Learning how to be a wise medical consumer is an important component of maintaining health. Participants will review healthy habits to maintain optimal wellness, identify preventive screenings needed to detect health problems at an early stage, and how to take a proactive approach to their health.

WellSense is a four-part series that delves into the following at each session.

- ★ **PART I: BUILDING YOUR HEALTHCARE TEAM**
 - ✗ Assess your healthcare provider and how to choose the provider that will fit your needs.
 - ✗ Learn how to make the most from your visit to your healthcare provider.
 - ✗ Identify resources available to you through your health plan.
- ★ **PART 2: PREVENTION—YOUR BEST DEFENSE**
 - ✗ Sketch your family health history to help you create your personal health action plan.
 - ✗ Review healthy habits to maintain optimal wellness.
 - ✗ Identify preventive screenings needed to detect health problems at an early stage.
- ★ **PART 3: THE RIGHT PRESCRIPTION**
 - ✗ Identify questions to ask your healthcare provider about your medications.
 - ✗ Plan strategies to work with your pharmacist to manage your medications.
 - ✗ Compile a list of OTC medications to have on hand.
- ★ **PART 4: PROTECT YOUR HEALTH**
 - ✗ Articulate tips to help you take an active role in staying safe in the medical care system.
 - ✗ Identify your patient rights.
 - ✗ Learn how to prepare for advanced directives for your health.

WELLNESS

Value Based Insurance Design (VBID) Program

We are pleased to introduce the Value Based Insurance Design (VBID) Program that is a new part of the employee benefits package at Dickinson College effective July 1, 2013. This program provides extra savings for specific medical services and prescription drugs and is available to all employees and family members who are enrolled in the Dickinson College medical and prescription drug insurance plan through HealthAmerica with:

- ★ Asthma
- ★ Chronic Obstructive Pulmonary Disease (COPD)
- ★ Coronary Artery Disease (CAD)
- ★ Diabetes
- ★ Heart Failure

This program is provided at no cost to eligible members and is designed to improve or maintain one's health by encouraging interaction with their treating physician and making it easier to maintain compliance by taking prescribed medication. HealthAmerica will be administering the VBID program on the college's behalf and participation in this program is voluntary and confidential.

HealthAmerica's Disease Management team will provide you with access to a Registered Nurse Manager who can provide you with information on your condition and answer health-related questions that you may have. They will reach out to you within 10 days of your enrollment in the program to introduce themselves and review the program structure with you. The program requires that you meet with your participating physician at least on an annual basis to ensure you are receiving the appropriate care treatment plan and medication advice to support your health. Benefits of the VBID program also include disease-specific medical services coverage at 100% (no copay, deductible or coinsurance) and disease-specific prescription coverage (\$0 copay for Tier 1 and Tier 2 brand formulary drugs) for participating members.



Tobacco Cessation

Individual Appointment Option

*Facilitated by Dawn Vioral, Sadler Health Center
By Private Appointment*

Dawn Vioral is a tobacco treatment specialist certified through the Mayo Clinic. The program includes the latest techniques and resources available for assisting those who want to quit tobacco and helps individuals develop a unique quit plan, coping techniques, and stress management skills. Sadler's quit rate at Quit Day (session #4) is typically 100 percent. Also, the national average of those quitting tobacco six months from their quit date is 22 percent; Sadler's quit rate at six months is 48-50 percent. You can do this!

Individual appointments can be made by scheduling directly with Dawn Vioral at the Sadler Health Center. Dawn is available for individual sessions by appointment only. To request more information on this option, call ext. 8084 or send an e-mail to devwell@dickinson.edu.

NOTE: Individuals who complete a tobacco cessation program are eligible to receive 50% prescriptions for the first three months.

"Dawn is with you every step of the way. She was committed to making me succeed."

NUTRITION

Nutrition & Biometric Screening Results Information Sessions

Presented by Chris Rudy, RD LDN

THURSDAYS: October 2, December 11, March 5, and May 7

Stern Center, room 102 | noon–1 p.m.

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

Intuitive Eating (4-sessions series)

Presented by Chris Rudy, RD LDN

WEDNESDAYS: August 28, October 9, October 30, and November 20

**Stern Center, room 102
noon–1 p.m.**

Do you have an unhealthy relationship with food? Do you feel that you get angry with yourself for over-eating, have little-to-no willpower, or are always trying a new diet? Then this 4 session group is for you! Come and learn how to reject the diet mentality forever (with no guilt), discover satisfaction with eating again and learn how to feel your feelings without using food.

Nutrition 101: Nutrition Building Blocks

Presented by Chris Rudy, RD LDN

Wednesday, September 18

HUB Social Hall East | noon–1 p.m.

This session covers the basics of what everyone needs to know about nutrition basics. Topics covered include how to determine general guidelines specific to your needs, how to read food labels, and strategies for meal planning.

Nutrition for Vegetarian Eating

Presented by Chris Rudy, RD LDN

**November 13 | Stern Center, room 102
noon–1 p.m.**

Are you following a vegetarian diet or interested in changing your diet to vegetarian? Appropriately planned vegetarian diets are healthful, nutritionally adequate, and may provide health benefits in the prevention and treatment of certain diseases. Learn ways to ensure that your vegetarian diet is meeting all your nutritional needs.

Nutrition 102: Managing Common Nutrition Challenges

Presented by Chris Rudy, RD LDN

Wednesday, February 5

Stern Center, room 102 | noon–1 p.m.

This session covers difficulties many people face with regard to eating a healthy diet. Topics covered include making healthy choices when dining out, eating healthy at any budget, changes across the lifespan, and knowing when to seek help from a dietitian.

Fueling for Exercise

Presented by Chris Rudy, RD LDN

Wednesday, April 23

Stern Center, room 102

noon–1 p.m.

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

Nutrition Mini-sessions

Do you have any nutrition questions or need good nutrition resources? Set up a 20 minute nutrition mini session with Chris Rudy RD LDN, the Dickinson College Dietitian. These sessions are offered to Dickinson College staff and faculty only.

Weight Watchers

Meeting Leader: Mary Crilley

WEDNESDAY SESSION DATE OPTIONS:

FALL SEMESTER:

September 4–November 20

SPRING SEMESTER: January 15–May 7

SUMMER SEESSION: June 4–August 20

HUB side rooms 204-205

noon–1 p.m.

Weight Watchers program incorporates the best and the latest in nutritional science and research. It has been rigorously tested and reflects more than a decade of innovation that will now be presented to members as the best weight loss program possible to help motivate people to eat more healthfully and help them succeed at losing weight. The program provides the inspiration and tools needed to succeed in your journey to health and wellness. **Employees receive fee reimbursement for achieving an 80 percent attendance rate. Fee:** \$39.95 monthly online pass (Weight Watchers fees subject to change).

WELLNESS

PHYSICAL WELLNESS PROGRAMS

Pilates

Instructor: Jennifer Moore

Mondays and Wednesdays

SESSION DATE OPTIONS:*

FALL SEMESTER: August 26, 28–October 14, 16 and October 21, 23–December 9, 11

SPRING SEMESTER: January 13, 15–March 3, 5 and March 17, 19–May 5, 7

SUMMER MINI SESSION: May 14–June 18 (Wednesdays only)

Central Pennsylvania Youth Ballet Studios | 4:30–5:30 p.m.

Pilates is a form of exercise that emphasizes the balanced development of the body through strength, flexibility, and awareness in order to support everyday movement. Through a series of core exercises, the body is both strengthened and stretched, ultimately providing a longer, leaner look. Improve coordination, release stress, and improve your posture with a practice that is both effective and fun. Suitable for all levels of fitness. **Fee: \$45–\$180 per semester based on registration options selected. 6 week summer session fee \$35. *No class on Wednesday, November 27 due to Thanksgiving Holiday Closure.**

Dynamic Fusion

Instructor: Jennifer Moore

FRIDAY SESSION DATE OPTIONS:

FALL SEMESTER: August 30–October 18 and October 25–December 13*

SPRING SEMESTER: January 17–March 7 and March 21–May 9

HUB Dance Studio | 12:15–1 p.m.

Gain length, strength, and flexibility through a series of blended traditional strength-training and cardio moves, combined with the exercises of moving arts such as Pilates and Tai Chi. This class will have a standing portion focusing on strength training and balance as well as mat work for core and flexibility. **Fee: \$40–\$80 per semester *No class on Friday, November 29 due to Thanksgiving Holiday Closure.**

QiYoga

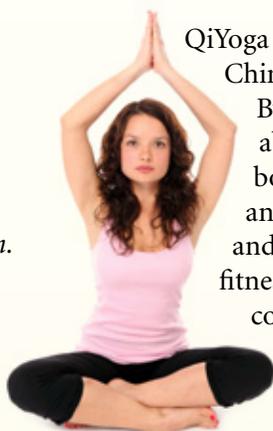
Instructor: Bonnie Berk

THURSDAY SESSION DATE OPTIONS:

FALL SEMESTER: August 29–October 17 and October 31–December 19*

SPRING SEMESTER: January 16–March 6 and March 20–May 8

Central Pennsylvania Youth Ballet Studios | 4:30–5:30 p.m.



QiYoga offers the benefits of both Indian and Chinese practices of Yoga and Qi Gong.

By moving slowly and mindfully, we are able to improve the energy flow in our bodies, create new neurological pathways and bring balance into the body, mind and spirit. This class is for all levels of fitness as well as people with chronic medical conditions including back problems, joint issues, cancer, heart disease, asthma and arthritis. Come and learn for yourself the healing nature of this relaxing and rejuvenating practice. **Fee:**

\$45 per track/\$90 per semester *No class on Thursday, November 28 due to Thanksgiving Holiday Closure.

Zumba

Instructor: Lisa Oplinger

MONDAY SESSION DATE OPTIONS:

FALL SEMESTER: August 26–October 14 and October 21–December 9

SPRING SEMESTER: January 13–March 3, 2013 and March 17–May 5

SUMMER MINI SESSION: May 12–June 23, 2013* HUB Dance Studio | 5:15–6:15 p.m.

Ditch the workout, join the party. Zumba is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting and effective fitness system. This class format combines fast and slow rhythms that tone and sculpt the body in an aerobic/fitness fashion to achieve a unique blended balance of cardio and muscle-toning benefits. Zumba integrates some of the basic principles of aerobic, interval and resistance training to maximize caloric output, cardiovascular benefits and total body toning. **Fee: \$36–\$48 per session, based on registration options selected.**

***No class on Monday, May 26 in observance of the Memorial Day Holiday.**



Sports Yoga

Instructor: Jim Mader

TUESDAY SESSION DATE OPTIONS:
FALL SEMESTER: August 27–October 15 and October 22–December 10
SPRING SEMESTER: January 14–March 4 and March 18–May 6
SUMMER MINI SESSION:
May 13–June 17
CPYB Studio #4 | 4:30–5:30 p.m.

Sports Yoga combines active stretching, breathing techniques and a westernized approach to learning and using Yoga poses. **Fee: \$45 per track; \$90 per semester; 6 week summer mini session \$35.**

Vinyasa Flow Yoga

Instructor: Claire Bowen

WEDNESDAY SESSION DATE OPTIONS:
FALL SEMESTER: August 28–October 16 and October 23–December 11*
SPRING SEMESTER: January 15–March 5 and March 19–May 7
HUB Dance Studio | noon–1 p.m.

Vinyasa Flow yoga fuses breath and movement to cultivate grace, flexibility and balance of body and mind. From breath work and meditation, the practice moves through smart, inventive sequences designed to focus the mind and energize the body. This class will challenge you where you are, with modifications and options for all levels. The only prerequisites for this mindfulness practice are an open mind and a sense of humor. **Free!** *No class on Wednesday, November 27 due to Thanksgiving Holiday Closure.

“I don’t know if my students can tell, but I feel so much better after the yoga session.”

Water Aerobics

Instructor: Miriam McMechen

MONDAY SESSION DATE OPTIONS:
June 24–July 29 (6 weeks)
March 17–May 5 (8 weeks)
Kline Center Pool | 5–6 p.m.

Water aerobic exercise burns calories, tone muscles and refreshes with a dip in the pool! Enjoy a low-impact workout to music in a stress-free environment. Great for all levels of fitness. **Fee: \$30 for summer session 2013; \$40 for spring session 2014**

Indoor Cycling

Instructor: Barry Tesman

OPEN SESSIONS ON MONDAYS AND THURSDAYS:
October 28, 31–December 2, 5*
January 27, 30–March 3, 6
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.** *No session on Thursday, November 28 due to Thanksgiving Holiday Closure.



Dancing at Dickinson

Instructor: Frank Hancock

TUESDAY SESSION DATE OPTIONS:
FALL SEMESTER October 29–December 3
SPRING SEMESTER:
February 25–April 1
Location varies by date: HUB Social Hall or HUB Dance Studio
Beginner lessons: 5:30–6:30 p.m.
Advanced/Intermediate lessons: 6:30–7:30 p.m.
Accelerated lessons: 7:30–8:30 p.m.

This program offers beginning and intermediate level ballroom dancing lessons for six-weeks. Instruction includes the foxtrot, tango, cha-cha and swing dancing. A partner is required to participate. **Fee: \$30 per person/\$60 per couple.**

“I never thought I would have this much fun. Frank is very entertaining in his approach to dance instruction.”

Marathon in a Month

The Marathon-in-a-Month is a month-long, cumulative walking activity, beginning on the first of each month and running through the last day, to reach a total of 26.2 miles or more for each calendar month. Participants simply walk several days per week on selected or individual walking routes to reach the mileage goal. Mileage must be submitted to Human Resource Services by the fifteenth of each month following completion of the marathon miles (i.e. submit by May 15 for the month of April) to be eligible for the monthly \$25 Visa gift card drawings. For more details or to request a form to record your marathon miles, please send an e-mail to devwell@dickinson.edu. [Holistic Health Incentive Program value: 10 points]

WELLNESS

PHYSICAL WELLNESS PROGRAMS

Spring into Fitness

Spring Into Fitness Challenge is an annual exercise-minutes challenge, between Dickinson College and several other local peer institutions with an additional challenge between the divisions of the college. Online registration for the challenge opens each year in mid-February and continues into early March. The competition traditionally officially kicks off in mid-March and continues through late-April.

The peer-institution and divisional challenge winners are determined by two criteria—the greatest percentage of participation for staff and also the highest average number of minutes per participant. Participants are asked to submit their exercise minutes online at the end of each week during the challenge. The online submission website address and other details will be provided to all employees registered for the challenge.

We hope that everyone will join the 2014 Spring Into Fitness Challenge by registering and participating with enthusiasm in spring 2014. Consider putting together a fitness challenge mini-team within your own division or department to add to the fun and spirit of the competition. Make the steps you take in the fitness challenge the first steps you take toward getting on track to a healthier you!

Recreation and Intramurals All-Campus Community Staff-Student Programs **NEW OPTIONS!**

FALL SEMESTER INTRAMURAL EVENTS: Dodgeball Tournament, Sand Volleyball Tournament, Tennis Singles League, 3 v 3 Basketball League, Golf Tournament (2 Person Scramble Format)

GENERAL RECREATION: Fall Frolic Fun Run

SPRING SEMESTER INTRAMURAL EVENTS: 5 v 5 Basketball League, Dodgeball Tournament, 6 v 6 Volleyball League, Racquetball League, Squash League, Kickball Tournament

Transformation Boot Camp

Instructor: Kirk Ream

369 E. North Street, Suite 3, Carlisle

Boot Camp Monthly Pass Program—Year-round availability!

Transformation Boot Camp is a fun-filled, fast-paced class that will not only help you feel and look better but will improve the way you move. Using a variety of exercise equipment including stability balls, medicine balls, resistance tubing and bands, participants will be engaged in activities that are designed to improve the strength, balance, coordination and performance of individuals at any exercise level. Come and enjoy the fitness difference of Transformation Boot Camp! **Registration directly with Transformation Training & Fitness.**

Dickinson Monthly Pass Fees:

\$30 for 4 x's per month

\$45 for 8 x's per month

\$57 for 12 x's per month

\$75 for 16 x's per month

\$99 for unlimited access each month

"Kirk motivates you every time you set foot in his gym. I always look forward to the next session."

Gym Membership Discount/ Reimbursement Programs

As of July 1, 2012, all full-time and part-time employees are eligible to receive a 50% reimbursement of their monthly gym membership fees based on the gym selection of their choice with a maximum monthly reimbursement of \$30 per month. To encourage a healthier lifestyle for all employees, we increased the existing 25% to 50% reimbursement to encourage for greater participation. To qualify for reimbursement, employees must obtain proof of their monthly membership fee and their quarterly attendance from the gym membership office showing an attendance rate equal to 30 or more sessions per quarter*. Documentation must be forwarded to Jeanette Diamond in Human Resource Services. For more details contact Steve Riccio, Human Resource Services. **Note:** Personal training sessions are not included in the gym membership discount program.

**Quarters are based on the time periods of January–March, April–June, July–September and October–December.*

EMOTIONAL WELLNESS PROGRAMS

Tai Chi

Instructor: Juli McGreevy

MONDAY SESSION DATE OPTIONS:

August 26–October 14 and January 13–March 3

HUB Dance Studio | noon–1 p.m.

Tai Chi is a Chinese martial art of slow, gentle movements to promote a better mind/body connection and overall wellness by improving balance, strength, coordination and flexibility. It is a martial art based on creating harmony between apparent opposites. These principles include using softness to defeat hardness, the mind to heal the body and relaxation and flexibility to overcome rigidity. Training consists of choreographed movements; strength and flexibility exercises; qigong exercises to improve the circulation of blood, energy, breath and push hands or sparring practice to develop technique and sensitivity.

Fee: \$40 per track.

Mid-Day Meditation

Instructor: Bonnie Berk

Thursdays, August 29–December 19* | HUB Dance Studio

12:15–12:45 p.m.

Meditation is a simple process that relaxes the body and mind within minutes and allows you to experience a profoundly restful state that is seldom experienced outside of deep sleep. Meditation reduces stress levels by allowing the mind to settle into a state of calm, restful alertness, which carries over into all aspects of daily life. Meditation practice establishes new connections in the brain that allows us respond more positively and creatively to stressful situations. **Fee: No cost.** *No sessions on Thursday, October 24 or Thursday, November 28.

Qigong

Instructor: Juli McGreevy

Mondays, October 21–December 9 and March 17–May 5

HUB Dance Studio | noon–1 p.m.

Qigong, a 3,000-year-old discipline from China, is still recognized as one of the most powerful methods of self-healing known today. By directing and enhancing your life force energy, Qigong can help you achieve vibrant health and balance of body, mind, and spirit. Many physical illnesses, such as chronic pain, headaches, depression and high blood pressure, can be significantly improved by practicing Qigong. Simple to learn and elegant to practice, Qigong is a system of gentle movements, postures and breathing that promotes flexibility and increases strength without stressing the joints. Qigong is appropriate for all ages and all levels of fitness. **Fee: \$40 per track.**

Massage Therapy

Camille Baughman & Associates

SESSION DATES (BY APPOINTMENT ONLY):

Thursday, December 12 and Thursday, May 15

Memorial Hall, Old West | 9 a.m.–5 p.m.

As the end of the semesters draw near, reward yourself by taking a few moments out of your day to participate in a relaxing table or chair massage. Besides the obvious benefits of relieving stress, massages also help to relax muscles, improve circulation, and offer better flexibility. It is an opportunity to take a healthy break from work! Sessions are 25 minutes in length. Participation is limited to one session per employee. Privacy screens will be in place. Pre-registration and an appointment are required. **Fee: \$10 co-pay due at appointment.**

“Camille’s staff was very professional. This was just what I needed.”

EMOTIONAL WELLNESS INFORMATION SESSION SERIES

Parenting the Adolescent Brain: Warning, Construction Zone!

Presented by Sarah Taby, MS, LPC, NCC, Franco Psychological Associates

Friday, September 6 | HUB Social Hall West | noon–1 p.m.

“Dylan used to be sweet. We talked about everything and it was enjoyable spending time together. Now we never speak unless we’re fighting.” As an adolescent counselor, I hear some version of this statement from almost all of my parents. Their once charming child has morphed into a moody monster and they’re struggling to reach out and connect to the new stranger in their house. Parenting an adolescent can be stressful but being one is like living in the midst of a major construction zone. This session will focus on the biology behind the developing adolescent brain, highlight normal adolescent behaviors, provide parenting strategies, and emphasize warning signs that your teen may need professional help. If you’re currently parenting an adolescent, dreading the inevitable, or interested in better understanding the traditional aged college student, then this session is for you.

Sarah Taby is a licensed professional counselor with Franco Psychological Associates, Dickinson's Employee Assistance Provider.

WELLNESS

EMOTIONAL WELLNESS INFORMATION SESSION SERIES

Understanding Phobias

Presented by Davis Tracy, Franco Psychological Associates
Friday, January 24 | Stern Center, room 102 | noon–1 p.m.

A phobia is a type of anxiety disorder, in which the person suffering has a persistent fear of an object or situation which the person exerts a lot of effort in avoiding.

This one hour presentation will describe common phobias, their origin and treatments employed by mental health professionals in addressing these anxiety disorders. Individuals who attend this session will learn symptoms of phobias, whether treatment is recommended, types of treatment and the worthiness of seeking treatment.

Davis C. Tracy, PhD, is a licensed psychologist with both research and treatment experience in coping with anxiety disorders. He works at Franco Psychological Associates, your Employee Assistance Provider. Davis was the Counseling Center Director and a faculty member of the Dickinson Psychology Department for 28 years.

Eldercare

Presented by Heidi Roeder, M.S., LPC, LMFT, Franco Psychological Associates
Thursday, April 24 | HUB Social Hall West | noon–1 p.m.

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

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

Employee Assistance Program (EAP)

Dickinson College partners with Franco Psychological Associates to offer you and your family individual assistance to help resolve current challenges and make life more productive and enjoyable. By accessing this benefit, you will receive professional assistance in clarifying the issue, searching for alternatives to resolve the problem, and developing a constructive plan of action. This benefit is available to all full-time and part-time employees and immediate family members. You may contact Franco Psychological Associates at 717–243–1896 to schedule an appointment. Their office is located at:

26 State Avenue, Carlisle, Pennsylvania 17015

You may also wish to visit their Web site at:
www.franco-psychological.com

If you would prefer to seek assistance outside of the Carlisle area, the staff at Franco Psychological Associates can assist you.



FINANCIAL WELLNESS



Understanding Social Security

Presented by MetLife

Friday, April 4

HUB side rooms 204-205

noon-1 p.m

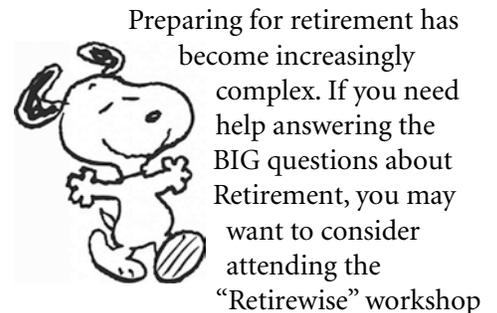
Attendees will learn about the advantages of delaying Social Security and the effect of earned income and taxation on Social Security benefits.

MetLife Retirewise Workshop Series

FALL 2013 TUESDAY SESSION DATES:

October 8, 15, 22 & 29 | Althouse 106

5-6:30 p.m.



Preparing for retirement has become increasingly complex. If you need help answering the BIG questions about Retirement, you may want to consider attending the “Retirewise” workshop series. Retirewise is a retirement-education program that consists of 4 workshops with a specially trained retirement representative from MetLife. This program is available for ALL employees but is primarily intended for employees approaching retirement or those interested in receiving retirement education and guidance. If you are interested, please watch for specific times and locations. To register for any or all of the Retirewise workshops, please visit www.metlifeplansmart.com and enter "Dickinson College" or call MetLife at 866-801-3547. For more information, you may also contact [Dora Thomas](#) in Human Resource Services.

Estate Planning

Presented by MetLife

Tuesday, September 17

HUB side rooms 201-202

noon-1 p.m.

Participants will learn about establishing and prioritizing goals, the impact of federal estate taxes, setting up wills and trusts, and other strategies.

Planning with Pride: Estate Planning for the LGBTQ Community

Presented by MetLife

Friday, September 20

HUB side rooms 204-205

noon-1 p.m

This workshop focuses on important estate planning considerations for both LGBTQ individuals and couples. It also provides participants with specific solutions for many different situations.

Tax Strategies

Presented by MetLife

Friday, November 8

HUB side rooms 204-205

noon-1 p.m

This program covers basic tax planning information to help individuals plan in a tax-efficient manner, including information on record keeping, tax law changes, state and local taxes, tax credits and tax-deferred programs.

When Can I Retire?

Presented by Wells Fargo

Friday, February 7

HUB side-rooms 204-205

noon-1 p.m

Attend this program to learn facts about retirement, preparing and saving for retirement, budgeting, health care, social security, life insurance estate planning and financial planning.

EMPLOYEE RECOGNITION & EVENTS



Summer Picnic

Friday, August 9, 2013

North Middleton Park | 4:30–7:30 p.m.

The Summer Picnic is held annually for all regular full-time and part-time employees and their immediate family members. This annual end-of-summer event is filled with fun, food, games, entertainment, and prizes. Watch for invitations later in the summer!

Seniors of Old Bellaire Dinner

RECEPTION & DINNER FOR 25 YEAR EMPLOYEES OF THE COLLEGE

Thursday, September 19, 2013

HUB Social Hall

(Attendance by invitation only)

The annual Seniors of Old Bellaire dinner recognizes our 25-year employees each year with a special dinner event to celebrate their years of service to the College. This event is by invitation only and includes retirees who were inducted prior to their retirement!

Winterfest 2014

Saturday, January 11, 2014

Location to be announced

5:30–10:30 p.m.

The annual Winterfest celebration is held each year in the month of January during the academic winter break period in honor of the college's employees. Dinner, dancing, entertainment and prizes are part of this very fun evening. The Winterfest committee plans this event each year and is open to new members. Please contact diamondj@dickinson.edu if you are interested in joining the Winterfest planning committee for the 2014 Winterfest event.

Benefits & Wellness Fair

Tuesday, April 22, 2014

HUB Social Hall

10:30 a.m.–3:30 p.m.

The annual Benefits & Wellness Fair event provides an opportunity for employees of the college to meet with the benefits vendors and wellness program providers. Free health screenings are offered in addition to a wealth of information about our benefits, health and wellness programs. Many prizes and give-aways are also part of this annual event.



Recognition Luncheon

Thursday, May 22, 2014

HUB Social Hall | noon–1:30 p.m.

The annual Recognition Luncheon is held each May to honor our support staff employees with five or more years of service to the College. Employees are given service awards in honor of their years of service based on five-year increments of service given. This event is by invitation only.

APPENDIX



Numeric Key

- 1 Denny Hall B-9
- 2 Stuart House B-9
- 3 Rand House B-9
- 4 East College B-8
- 5 The Marc & Eva Stern Foundation Center for Global Education B-8
- 6 Old West B-8
- 7 Forum on Education Abroad B-8
- 8 Cook House B-8
- 9 Harman Guest House B-8
- 10 Vincett Guest House B-8
- 11 Dana Hall B-7
- 12 The Quarry B-7
- 13 Athouse Hall B-8
- 14 Bosler Hall B-8
- 15 Biddle House C-7
- 16 Holland Union Building B-7
- 17 Rector Science Complex / Stuart Hall, James Hall B-7
- 18 Tome Hall B-7
- 19 Anita Tuvin Schlechter Auditorium (ATS) B-7
- 20 Montgomery Hall B-7
- 21 Waldner-Spahr Library B-7
- 22 Townhouse Residences B-6
- 23 Kinser-Woodward Hall B-6
- 24 McKenney Suites B-6
- 25 Cooper Hall B-6
- 26 Baird-McClintock Hall B-6
- 27 Buchanan Hall C-5
- 28 Conway Hall C-5
- 29 Longsdorff Hall B-5
- 30 Awatler Hall B-5
- 31 Davidson-Wilson Hall B-6
- 32 Armstrong Hall / Stafford Greenhouse A-5
- 33 Kaufman Hall / Stafford The Depot B-5
- 34 Kline Athletic Center B-4
- 35 Fitness Center, Wellness Center B-5
- 36 Dickinson College Children's Center B-4
- 37 Strayer House B-8
- 38 Facilities Management, Print Center, Receiving B-2
- 39 Hays Tennis Courts C-4
- 40 Herman Bosler Biddle Athletic Fields C-3
- 41 Belvedere Field C-2
- 42 ROTC Offices & Housing C-6
- 43 Malcolm Hall C-6
- 44 50 Mooreland C-6
- 45 Matthews House D-6
- 46 Morgan Hall C-7
- 47 Witwer Hall D-7
- 48 Adams Hall D-7
- 49 Drayer Hall C-7
- 50 Strayer House B-8
- 51 Landis House D-8
- 52 Global Community House C-8
- 53 Waldner Admissions House C-8
- 54 Milton B. Asbell Center for Jewish Life C-8
- 55 Emil R. Weiss Center for the Arts C-8
- 56 South College West C-8
- 57 South College East C-9
- 58 President's House C-9
- 59 Reed Hall C-9
- 60 Kade House C-9
- 61 Downtown Apartments Living B-5
- 62 Kek Archaeology Laboratory B-9
- 63 Dickinson Park Varsity and Intramural Fields A-2
- 64 Goodyear B-4
- 65 Central Pennsylvania Youth Ballet, Project SHARE, Warehouse B-3
- 66 Scott Student Apartments C-9
- 67 Clarke Forum, Central Pennsylvania Consortium B-8
- 68 Education Department C-8
- 69 Britton Plaza B-7
- 70 Center for Sustainable Living B-5
- 71 Miller Field A-2
- 72 MacPhail Field A-1
- 73 College Farm
- 74 Dickinson Walk B-6
- 75 Environmental Archaeology Laboratory B-9
- Future site of Durden Athletic Training Center
- Future site of Rector Science Complex addition
- Future site of Kline Fitness Center expansion
- Future site of new residence hall

July 2013

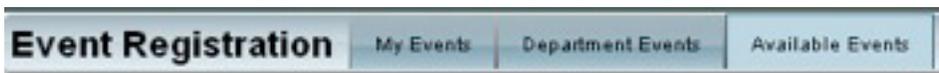
APPENDIX

Steps to register for Professional Development & Wellness events using the CLIQ – Events Management System

- ★ 1.) Go to <https://gateway.dickinson.edu> and type in your Username and Network Password.
(You may also go to www.dickinson.edu/cliq20, and log-in using your network username/password.)
- ★ 2.) Click Login
- ★ 3.) Select the CLIQ icon on the Gateway toolbar. If the pop-up blocker blocks the new window from opening, hold down the Ctrl key on your keyboard while clicking on the CLIQ icon.
- ★ 4.) In upper right corner of your screen, click on the “Events” word for a drop down dialogue box option, and then select and click on “My Events.”



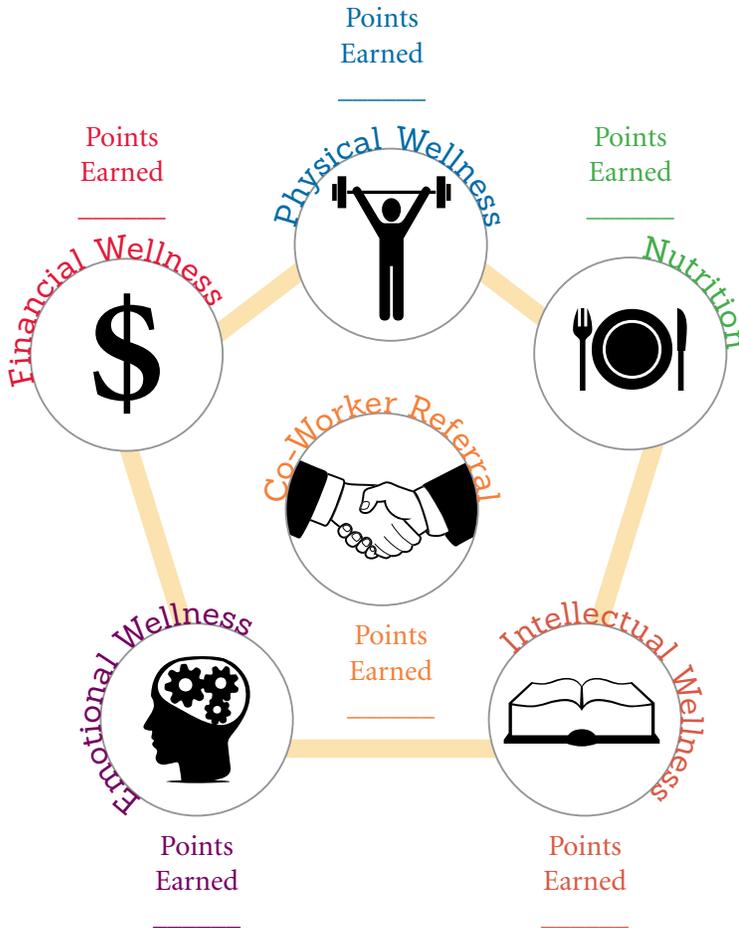
- ★ 5.) Select and click on the “Available Events” tab to display all of the available events.



- ★ 6.) Click on the desired event name within the displayed events listing.
- ★ 7.) Review the event description and click “Register Now” and then “Register”
- ★ 8.) Note: If registering for an event that requires an appointment, you will need to select your appointment time from the list of open appointments displayed. You will also be prompted to select a fee payment method prior to finalizing your registration. Payroll Deduction requests can now be done via CLIQ registration!
- ★ 9.) Use the “Back” button to navigate back to other “Available Event” listings for more registrations.
- ★ 10.) When finished, simply close your browser window containing the event listings, then log-out from the main CLIQ screen in the upper right corner in the CLIQ browser screen.

Employees may register using the CLIQ online events registration system accessible via the employee [Gateway](#). Registration is also available by sending an e-mail to devwell@dickinson.edu or by calling 717-245-1503 during regular business hours—8:30 a.m.–4:30 p.m., Monday through Friday.

HOLISTIC HEALTH POINTS TRACKER



Maximum number of points available for the 2013-2014 incentive program: 500

Employee Name _____

Total Points (Goal) _____

Total Points (Achieved) _____

Verification

Signature of HR Services:

Co-Worker Referral	15 points
Physical Wellness	225 points
Nutrition	110 points
Intellectual Wellness	40 points
Emotional Wellness	60 points
Financial Wellness	50 points
Total Points Possible	500 points

Co-Worker Referral

15 Total Points in Category (5 points per referral)

Please note: Co-worker must achieve at least Engaged level for you to earn points in this category:

1. Name: _____

_____ points

2. Name: _____

_____ points

3. Name: _____

_____ points

Total Points for Co-Worker Referrals (15 points)

_____ points

Physical Wellness

(see page 26 for a complete description of programs)

Exercise & Fitness sessions (60 points):

Each Dickinson-sponsored program is worth 10 points with the program options listed below. A total of four Dickinson-sponsored programs combined with the individual exercise programs yields the 60 point total.

Dickinson-sponsored programs:

Dancing at Dickinson _____ points

Dynamic Fusion _____ points

Indoor Cycling _____ points

Marathon in a Month _____ points

Pilates _____ points

HOLISTIC HEALTH POINTS TRACKER

- QiYoga _____ points
- Sports Yoga..... _____ points
- Spring Into Fitness _____ points
- Tai Chi _____ points
- Transformation Boot Camp _____ points
- Vinyasa Flow Yoga _____ points
- Water Aerobic _____ points
- Zumba _____ points
- Individual Exercise Program (20 points) _____ points

Preventive Health Screens and Tobacco Cessation (100 points):

- Annual Physical (15 points) _____ points
- Blood Pressure Screenings (quarterly/3 times=15 points) _____ points
- Biometric Screening (15 points) _____ points
- Flu Vaccination (10 points) _____ points
- Dental Screening (5 points) _____ points
- Health Risk Assessment (15 points) _____ points
 - Optional Screening: _____ (5 pts) _____ points
 - Optional Screening: _____ (5 pts) _____ points
 - Optional Screening: _____ (5 pts) _____ points
- Tobacco Cessation program (10 points) _____ points

NOTE: *Individuals who complete a tobacco cessation program are eligible to receive 50% prescriptions for the first three months*

Wellness Information Sessions (40 points):

- Benefits & Wellness Fair (10 points) _____ points
- Wellsense: Medical Consumerism Series (10 points) _____ points
- Sleep Disorders Information Session (5 points) _____ points

- Diabetes Information Session (5 points) _____ points
- Heart Disease Information Session (5 points) _____ points
- Asthma and COPD Information Session (5 points) _____ points

Digital Coaching (25 points):

- Achieve - Cholesterol Management (5 points) _____ points
- Breathe - Tobacco Cessation (5 points)..... _____ points
- Control - Blood Pressure Management (5 points) _____ points
- Move - Physical Activity (5 points) _____ points
- Overcoming - Insomnia (5 points) _____ points

Total Points in Physical Wellness (225 points)
_____ points

Nutrition

(see page 25 for a complete description of programs)

- Fueling for exercise (5 points) _____ points
- Intuitive Eating: 4-sessions series (20 points) .. _____ points
- Nutrition 101: Nutrition Building Blocks (5 points) _____ points
- Nutrition 102: Managing Common Nutrition Challenges (5 points) _____ points
- Nutrition & Biometric Screening Results Information Sessions (5 points) _____ points
- Nutrition for Vegetarian Eating (5 points) _____ points
- Nutrition Mini-sessions (10 points) _____ points
- Weight Watchers (15 points per program completed for 45 total points) _____ points or Alternate Weight Management program (please specify):

Digital Coaching (10 points):

- Balance - Weight Management (5 points) _____ points
- Nourish - Nutritional Improvement
(5 points) _____ points

Total Points in Nutrition (110 points):
_____ points

Intellectual Wellness

(see pages 9–19 for a complete description of programs)

Select from a variety of programs to earn the 40 point maximum for Intellectual Wellness:

- Administrative Professionals Certificate Program
(10 points) _____ points
- Book Reviews (5 points) _____ points
- Change Anything (10 points) _____ points
- College Preparation for Parents (5 points) _____ points
- CPR & First Aid Certification (5 points) _____ points
- Crucial Accountability (10 points) _____ points
- Crucial Conversations (10 points) _____ points
- Ergonomics (5 points) _____ points
- Generational Diversity (5 points) _____ points
- Higher Education Leadership Institute
(10 points) _____ points
- Inside Dickinson (5 points) _____ points
- Management Development Program
(10 points) _____ points
- Preventing Workplace Harassment
(5 points) _____ points
- Roundtable Conversations (5 points) _____ points
- Self-Defense for Women (5 points) _____ points
- 7 Habits of Highly Effective People
(10 points) _____ points
- Top 10 Safety & Wellness Issues in the Workplace & Home
(5 points) _____ points
- Update on Employment Law (5 points) _____ points
- Understanding FERPA (5 points) _____ points

Total Points in Intellectual Wellness (40 points):
_____ points

Emotional Wellness

(see page 29 for a complete description of programs)

- Mid-Day Meditation (10 points) _____ points
- Qigong or QiYoga (10 points) _____ points
- Tai Chi (10 points) _____ points
- Therapeutic Massage (5 points) _____ points
- Parenting the Adolescent Brain: Warning, Construction
Zone! (5 points) _____ points
- Understanding Phobias (5 points) _____ points
- Eldercare (5 points) _____ points

Digital Coaching (10 points)

- Overcoming - Depression (5 points) _____ points
- Relax - Stress Management (5 points) _____ points

Total Points in Emotional Wellness (60 points):
_____ points

Financial Wellness

(see page 31 for a complete description of programs)

- Estate Planning (5 points) _____ points
- Planning with Pride: Estate Planning for the LGBTQ
Community (5 points) _____ points
- Tax Strategies (5 points) _____ points
- When Can I Retire? (5 points) _____ points
- Understanding Social Security (5 points) _____ points
- Retirewise Workshop Series
(25 points for the 4-session series) _____ points

Total Points in Financial Wellness (50 points):
_____ points

HEALTH RISK ASSESSMENT

Online Instructions for Members

Register for HealthAmerica My Online Services

- ★ 1.) Log on to <https://member.cvty.com>.
- ★ 2.) Register for the confidential Coventry *My Online Services*. If you have already registered, sign in and proceed to Access Your Personal Health Risk Assessment.
- ★ 3.) Click on the Register Now link at the bottom of the screen.
 - ✗ Enter your **11-digit HealthAmerica or HealthAssurance member ID number** on your insurance card (leave all dashes, spaces, and special characters out; numeric values only).
 - ✗ Enter your home zip code.
 - ✗ Enter your date of birth in the following format: mm/dd/yy.
 - ✗ Enter your e-mail address. You must enter an e-mail address to proceed, but it does not need to be valid. Read the User Agreement, check that you have read it.
 - ✗ You will have the opportunity to create your own unique User Name and password. Both of these are made-up by you. Please write them here to help you remember.

Login ID: _____ Password: _____

Select a Secret Question and complete the answer. This will be used in the event that you forget your password.

Access Your Personal Health Risk Assessment

- ★ 1.) From your personal *My Online Services* page you can access the Health Risk Assessment two ways. You can click on the Wellness Tools and then select Health Risk Assessment from the drop down menu. From the Health Risk Assessment box on your personal page, click on the ACCESS YOUR PERSONAL HEALTH RISK ASSESSMENT TODAY! link to access the HRA.
- ★ 2.) Confirm that you wish to leave this site. Click CONTINUE to transfer to the WellBeing Solutions site. Please note that your *My Online Services* page will remain open while you are completing your HRA.
- ★ 3.) Read the Terms and Conditions for the Disclosure of Your Personal Health Information. Please note, that you must choose ACCEPT if you wish to receive incentives offered through your employer to complete the HRA. You are able to access the HRA and wellness tools if you choose DECLINE.

Complete Your Succeed Personal Health Risk Assessment

- ★ 1.) Answer all required questions throughout the Succeed questionnaire to ensure an accurate report.
- ★ 2.) When you are finished, you will have the opportunity to view and print your personal Health Summary and Action Steps.
- ★ 3.) Once you have completed your session, remember to click on the LOGOUT button on the upper right side of the screen. Close the browser by clicking on the X in the upper right hand corner and then click the LOGOUT button on your HealthAmerica *My Online Services* page.

Logging Back in to WellBeing Solutions

To log back in once you have registered, use the User Name and Password that you created to access your Succeed Health Summary, Action Steps, Digital Coaching programs and other wellness tools. You may log back in at any time to view your answers and view or print your Health Summary or Action Steps.

If you have any problems while logging in to *My Online Services* please contact us by phone at 1-866-210-4569 or e-mail at Netsupport2@cvty.com, Monday through Friday 8 a.m.–6 p.m. Eastern for assistance.

All information in the assessment and your health summary is confidential. Your employer will never see your individual results. No data from the assessment is ever linked to your name or member ID number in employer reports. HealthAmerica's health education staff may contact you directly (and confidentially) to help you make healthier.

Online Instructions for Guests of HealthAmerica

Register for HealthAmerica WellBeing Solutions

- ★ 1.) Log on to <https://coventry.healthmedia.com/mhmsite/register?accesscode=HANMDICKINSONAUTHCD>
- ★ 2.) Click on SUBMIT button, the access code is already filled in for you.
- ★ 3.) Create your account.
- ★ 4.) Complete the registration process. You will have the opportunity to create your own unique User Name and password. Both of these are made-up by you. Please write them here to help you remember.

Login ID: _____ **Password:** _____

Complete Your Succeed Personal Health Risk Assessment

- ★ 1.) Answer all required questions throughout the Succeed questionnaire to ensure an accurate report.
- ★ 2.) When you are finished, you will have the opportunity to view and print your personal Health Summary and Action Steps.
- ★ 3.) Once you have completed your session, remember to click on the LOGOUT button on the upper right side of the screen.

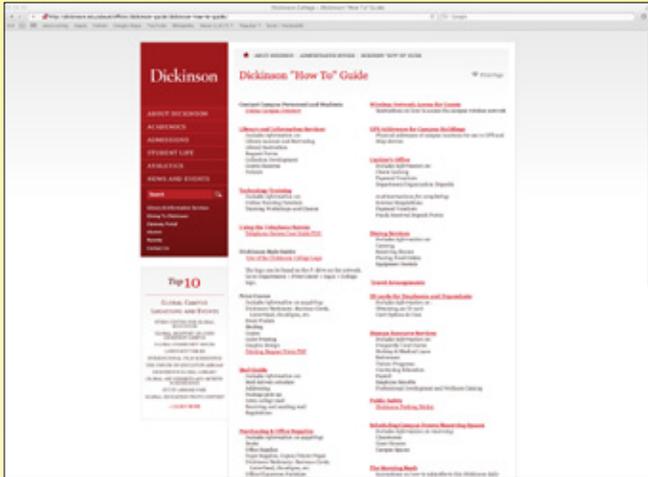
Logging Back in to WellBeing Solutions

To log back in once you have registered, use the User Name and Password that you created to access your Succeed Health Summary, Action Steps, Digital Coaching programs and other wellness tools. You may log back in at any time to view your answers and view or print your Health Summary or Action Steps.

All information in the assessment and your health summary is confidential. Your employer will never see your individual results. No data from the assessment is ever linked to your name or member ID number in employer reports. HealthAmerica's health education staff may contact you directly (and confidentially) to help you make healthier.

Physical Wellness Reimbursement Policy

Full reimbursement of on-campus Wellness program registration fees is available to full-time and part-time employees upon successful completion of the program sessions. Spouses/Domestic Partners and dependent children (ages 18 and older) are also eligible. Successful completion of a program is defined as attendance at 75% or more of the total sessions offered for the program.



How-To Guide

The How-To Guide provides quick access to frequently asked questions with the click of your mouse. The guide was created in response to suggestions presented to the President's Support Staff Forum, coordinated by a subcommittee made up of forum members. Instructions for a variety of tasks can be found by visiting the guide via the Dickinson Gateway portal page and clicking on a single link to access the online How-To Guide. It is hoped that the How-To Guide is a useful tool for new, transitioning and long-term employees as well as other members of the college community

A series of horizontal lines for taking notes, located on the right side of the page.

