Vitality



HUMAN RESOURCE SERVICES

March 2018 Volume XII | Issue 7

2018 Benefits & Wellness Fair – Save the Date!

Tuesday, April 24 | HUB Social Hall | 10:30 a.m.-2:30 p.m.

Mark your calendars now for this annual event that happens each year during Wellness Week at Dickinson! The annual Benefits & Wellness Fair event provides an opportunity for employees of the college to meet with over 30 new and returning benefits and wellness vendors. Free health screenings are offered in addition to a wealth of information about our benefits, health and wellness programs. Please plan to stop by to learn more about your benefits and wellness options available to the college community. Many prizes and give aways are also part of this annual event!



2018 Spring Into Fitness Challenge

Are you ready to break free of this cold, wintery weather and enjoy a bit of sunshine? If so, join us for the 2018 Spring Into Fitness Challenge! President Margee Ensign will kick-off the Challenge this year with a

walk on Monday, March 19 at 8 a.m. starting at the Benjamin Rush Statue on the John Dickinson Academic Quad. Register now and join the fun-don't miss this opportunity to be a part of the 2018 Challenge!

Put on your walking shoes and enjoy the fresh, warmer air outside after spring break during the 2018 Spring Into Fitness Challenge. Beginning on Sunday, March 18 and continuing through Saturday, April 28– Dickinson College faculty and staff, as a community, will be in a campus exercise/walking challenge with students, staff and faculty! Challenge winners will be determined by two criteria—the greatest percentage of cumulative participation, and also the highest average number of minutes per participant! This will be our sixth year of the Challenge for the entire Dickinson community! The Spring Into Fitness divisional challenge for employees and students returns for 2018, along with the mini-team option! Who will win the divisional challenge and mini-team challenges this year? LIS reclaimed their winning title in 2017 and holds the golden sneaker trophy. They are up for some great competition this spring! Mini-teams can include any mix of students, staff and faculty members. When registering (or before), please remember to submit your mini-team name to be included in this new part of the Challenge. There will be opportunities built into this year's program for some healthy competition between mini-teams!



Online registration for the Challenge opened on Monday, February 12 and continues through Tuesday, March 6. Please visit the Spring Into Fitness Challenge webpage, click the QR

graphic or the embedded link above to register during the open registration period to be included in the 2018 Challenge.

Retirement Planning Sessions

TIAA INDIVIDUAL COUNSELING SESSIONS

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

•	TUESDAY, MARCH 6	Mary Dickinson Room/ HUB side room 203
•	WEDNESDAY, APRIL 18	HUB side room 202
•	THURSDAY, MAY 24	HUB side room 201
•	TUESDAY, JUNE 12	HUB side room 201

To schedule a personal meeting with TIAA, please visit <u>www.tiaa.org/</u> <u>moc</u> or call 1-800-842-2010. Appointments may be scheduled with TIAA between 9 a.m.-5 p.m. on the dates listed above.

FIDELITY INDIVIDUAL COUNSELING SESSIONS

A Fidelity representative will be available during the upcoming spring semester on:

- FRIDAY, MARCH 9
 HUB side room 203
- WEDNESDAY, APRIL 18 HUB side room 203

To schedule a personal meeting with Fidelity, please visit <u>www.</u> <u>fidelity.com/atwork/reservations</u> or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m.-4 p.m.

Fidelity Webinars for Financial Education— <u>REGISTER TODAY!</u>

BE IN THE FINANCIAL FRONT SEAT

Being financially healthy includes being in your financial front seat. During this free webcast, you'll learn four financial questions to ask yourself each year. **Kathy Murphy**, president of Fidelity Personal Investing, and **Jean Chatzky**, personal finance journalist, will cover ways to know where you are today and how to chart where you are going.

• MARCH 21, 2018, 1 P.M. • MARCH 22, 2018, 3 P.M.

GETTING MORE OUT OF SOCIAL SECURITY

This free webcast on Social Security will cover claiming strategies including options if you're divorced or widowed—and when and how to enroll.

• APRIL 4, 2018, 1 P.M. • APRIL 5, 2018, 1 P.M.

Can't make it? **Register for a replay.** And remember, free financial help now through retirement is available by calling 888-766-6813.

Get the Most Out of Your Benefits! GETTING STARTED WITH TELADOC®

Teladoc's U.S. board certified doctors are available 24/7/365 to resolve many of your medical issues through phone or video consults. Set-up your **Teladoc**® account today so when you need care now, *a Teladoc doctor is just a call or click away!*

SET-UP YOUR ACCOUNT

It's quick and easy online. Visit the Teladoc website at <u>Teladoc.com/Aetna</u>, click "Set up account" and provide the required information. You can also call Teladoc for assistance over the phone.

REQUEST A CONSULT

Once your account is set up, request a consult anytime you need care!

PROVIDE MEDICAL HISTORY

Your medical history provides Teladoc doctors with the information they need to make an accurate diagnosis.

ONLINE

Log into <u>Teladoc.com/Aetna</u> and click "My Medical History."

MOBILE APP

Log into your account and complete the **"My** *Health Record*" section. Visit <u>Teladoc.com/</u> <u>mobile</u> to download the app.

CALL TELADOC

Teladoc can help you complete your medical history over the phone.

Talk to a doctor anytime for \$40 or less! Less than an urgent care or ER visit, Teladoc's never more than a doctor visit.

- 1-855-Teladoc (835-2362)
- <u>Teladoc.com/Aetna</u>



<u>Facebook.com/Teladoc</u>

Download the app

• Teladoc.com/mobile

Aetna Representative **Consultation Days**

Do you have medical or prescription drug questions regarding your Aetna insurance plan? How does this insurance plan work? Our Aetna representative will be available on campus to help answer your claims questions or inquiries regarding your medical, prescription drug, mental health services, as well as plan design coverage and member responsibility regarding deductible, coinsurance and copays. Please bring any documents pertaining to your questions such as explanation of benefits, bills, letters, etc. Aetna's enrolled members can log into Aetna Navigator at www. aetna.com to access Aetna's broad network, pharmacy information and resource tools. Sign-ups through <u>Totara</u> in Gateway are preferred, but walk-ins are also welcome.

- FRIDAY, MARCH 16 HUB Mary Dickinson Room, 1 p.m.-5 p.m.
- HUB Mary Dickinson Room, 8:45 a.m.-12:45 p.m.

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

College Prep for Parents PART I: APRIL 11 High School Counseling and Admissions PART II: APRIL 18 Financial Aid and Tuition Benefits Old West, Classroom 1 (Lower Level) | noon-1:15 p.m.

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. Enroll now in Totara via the Gateway to learn more about the college admissions process along with your tuition benefits!

New Hires

Amanda Deppen, Dining Services Phil Kelley, Facilities Management Candace McLaughlin, Dining Services

Andre Hinton, Public Safety Travis Lipscomb, Financial Operations Steve Paulus, Facilities Management

Affordable Care Act

You and/or your family members should have received some additional tax forms this year in connection with your 2017 taxes. These 1095 forms are relevant for you to complete your tax filing to prove you and your family had health coverage and avoid having to pay the individual mandate penalty that is part of healthcare reform, or the Affordable Care Act (ACA). Dickinson mailed 1095-C forms to impacted employees on February 2, ahead of the IRS deadline of March 2, 2018.

HERSHEYPARK 2018 Discount Ticket Sales Discounted HERSHEYPARK tickets

are available for advance purchase to

Dickinson students and employees through Campus Life and Human Resource Services at the special rates listed below. Tickets must be requested and paid for by Friday, March 9, 2018. They are valid during the summer 2018 HERSHEYPARK regular operating season, beginning on Friday, April 27 and continuing through Sunday, September 30. Checks should be made payable to Dickinson College. For details, call ext. 8084 or send an e-mail to hrservices@ dickinson.edu.

Special ticket price is only available with this special order period. Tickets are valid during entire 2018 regular summer operating season from April 27 through September 30.

\$29.10 + \$.85 amusement tax per admission ticket = \$29.95 ALL AGES

Community Events & Announcements

OF PENNSYLVANIA

RideMatch and Commute PA App

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

Join Commute PA—and download the Commute PA app to your smart phone or visit the Commute PA website for more information or to register with RideMatch. Please call 1-866-579-RIDE or visit <u>http://</u> pacommuterservices.org and explore the many sustainable and healthy options for your commute to Dickinson each day through carpooling, biking, walking and mass transit!



Scan here to download the iOS app!

Down on the Farm: Campus Supported Agriculture

Each year, the College Farm offers Dickinson faculty, staff, students, alumni, and retirees the opportunity to become a member of its Campus Supported Agriculture (CSA) program. Members purchase a CSA share that consists of seasonal vegetables harvested fresh from the farm on a weekly or bi-weekly basis. The College Farm offers multiple vegetable share options, from 12, 15, 24, to 30 weeks' worth of certified organic vegetables in addition to two pick up locations—each with its distinctive panache! CSA shares picked up at the College Farm allow members to pick freely from available items, determining their own selections and quantities. This "take what you need" model places limits on the number of bags a member can fill each week. What goes into the bag is up to the CSA member.

NEW this year, our campus CSA share pick up will allow members to customize pre-packaged boxes of vegetables. The campus pick up option is designed to increase speed and efficiency with connecting customers with their vegetables. Set up as a "grab and go" model, the customized box delivery aims to satisfy members with limited time.

More than just a vegetable CSA, the College Farm also maintains an Egg CSA, offering weekly and bi-weekly egg deliveries. Eggs are collected from the College Farm or nearby farms that are committed to sustainability. Hens are raised on pasture and are supplemented with GMO-free feed.

NEW this year is Meat Club! Join meat club and earn discounts on cuts of grass-fed beef and grass-fed lamb raised at the College Farm. Our livestock operation is certified by Animal Welfare Approved (AWA) and animals are grazed on pasture year round. For more information on AWA, please go to <u>animalwelfareapproved.us.</u>

In addition to access to certified organic vegetables, pastured eggs, and grass-fed meats the College Farm works hard to cultivate community through its CSA program. Members are invited to join in on the many social and educational events that take place year round or to wander the fields with family and friends. There is a lot to explore out at the farm—from pick-your-own fruits and veggies to cut flowers, picnics and more.

We hope that you will consider joining us this year!

For more information on the Dickinson College Farm CSA, please go to: <u>https://goo.gl/4DxRR5</u>

To learn more about signing up for a CSA share, please go to: blogs.dickinson.edu/farm/csa/how-it-works.

Go With Your Gut: What to Expect From Your Gut Microbiota

Presented by Courtney Hager, RD, Wellness Center Monday, March 19 | HUB Social Hall East | noon-1 p.m.

Nutrition and a balanced approach to eating plays an important role in having a healthy relationship with food as well as weight management, brain function, and overall physical fitness. We are what we eat! This familiar saying rings true in the case of Gut Microbiota—but what does this mean? Microbiota are a collection of microorganisms that inhabit a specific environment—in this scenario—our Gut! **Enroll** to attend this session in Totara via the <u>Gateway</u> under the **Nutrition Information Session** course and **sign-up** for the **Go With Your Gut** session, to learn the connection between the foods you eat and your own wellbeing.

Free Biometric Screenings—*Last Chance for Spring 2018* APPOINTMENTS REQUIRED Administered by UPMC Pinnacle Carlisle

Administered by UPMC Pinnacle Carlisle Thursday, March 22 Mary Dickinson Room, HUB | 7:30-9 a.m.

The Biometric Screening provides a snapshot of your health looking at your total cholesterol, glucose, blood pressure, height, weight, waist circumference and body mass index (BMI). It is a collective review of your risk factors for developing heart disease, stroke and diabetes known as Metabolic Syndrome. Complete this screening as the first step to earn your Wellness@Dickinson incentive! <u>Register now</u> for this free screening option to learn more about your own health and wellbeing.

Dermatology and Skin Cancer Prevention

Presented by Dr. Julian Ngo, Carlisle Dermatology, UPMC Pinnacle Carlisle Thursday, March 22 | HUB Social Hall East | noon-1 p.m.

Don't get burned up about the lack of warm sunshine over the winter! Join us for this enlightening session presented by local dermatologist, Dr. Julian Ngo of Carlisle Dermatology. Learn the latest information about skin cancer prevention and awareness along with other skin care tips. Warmer weather will be returning before you know it for the spring and summer of 2018. Be prepared to enjoy the great outdoors again while protecting yourself and loved ones from the UV rays that come with the outdoor activities.

Register now in <u>Totara</u> by searching and enrolling in the course name **Wellness Info Sessions,** and sign-up for **Dermatology and** *Skin Cancer Prevention* session.

CPR, First Aid and AED Training Certification

Instructors: Dickinson College ARC certified instructors Monday, March 12 DPS Conference Room, Kaufman Building 8 a.m.-4 p.m.

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

Register by enrolling now under the course name **CPR**, **First Aid and AED** in Totara via the <u>Gateway</u>, then complete your registration process by signing-up for the **March 12 session** date. Class-size is limited.

Water Aerobics

Instructor: Miriam McMechen MONDAYS, beginning March 19 Kline Center Pool | 5–6 p.m.

Water aerobic exercise burns calories, tone muscles and refreshes with a dip in the pool! Enjoy a great low-impact, aerobic workout to music in a stress-free environment. Great for all levels of fitness!

Enroll to attend in Totara via the <u>Gateway</u> under the Water Aerobics course name and sign-up for the Water Aerobics for the spring session.

Navigating Dickinson Quarterly Orientation Session for Newly Hired Employees Friday, March 23 Stern Center, room 102 | 8:45 a.m.–1 p.m.

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

Register now in <u>Totara</u> by searching and enrolling in the course name **Navigating Dickinson**, then sign-up for the **March 23 session**. Review the detail and check the self-authorization box in the center of the page. Click "Agree and submit" button at the bottom of the screen to complete your registration.

Professional Development & Wellness Events

Charting Your Course: Financial Guide for Women

Presented by Heidi Duckworth, TIAA Tuesday, March 27 | HUB side rooms 201-202 | noon-1 p.m.

Your money shouldn't be sitting around doing nothing, and at this workshop—you won't be either. Our goal is to help give you an idea of where you are, figure out where you want to be, and of course, how you are going to get there. TIAA's workshop leader will help you evaluate your financial health, set financial goals, discover how to make your money work for you, and learn how to put it all together to create your financial plan.

Register now in <u>Totara</u> by searching and enrolling in the course name **Charting Your Course**, and sign-up for this information session.

Alternative Approaches to Wellbeing: Reflexology, Acupuncture and Massage Therapy

Presented by Camille Baughman Associates Thursday, March 29 | HUB side rooms 204-205 | noon-1 p.m.

Body, mind, and spirit interact and work together to make an individual whole and complete. Stressful situations impact the mind and body, as well as pulled muscles and chronic pain from injury or disease. Attend this session to discover the benefits of alternative approaches to wellbeing through massage therapy, reflexology, acupuncture and more. Treat yourself to this session, and find comfort through learning options about the benefits of alternative approaches to therapy for enhanced wellbeing!

Register now in <u>Totara</u> by searching and enrolling in the course name **Reflexology**, Acupuncture and Massage Therapy, and sign-up for the **Reflexology**, Acupuncture and Massage Info Session.

United Concordia: How to Be a Smart Dental Consumer Presented by Katie Mace, United Concordia Thursday, April 19 | Stern Center, room 102 | noon-1 p.m.

Insurance plans can feel complicated and overwhelming for consumers. Knowing where to look for helpful information and understanding the basics can make it all much simpler. This presentation will focus on navigating your Dental Benefits Summary, understanding general insurance terms, and discussing ways to maximize your plan to help save you money.

Register now in <u>Totara</u> by searching and enrolling in the course name **Medical Consumerism**, and sign-up for **United Concordia: How to be a Smart Dental Consumer** session.

Wellness Online

Are you challenged with work/life balance, time management, and trying to attend the on-campus programs that are offered—but still would love to earn your 2018 Wellness Incentive? If so,

try Wellness Online—accessible via Totara in the <u>Gateway</u> from any computer. By completing the free biometric screening offered on-campus or at your personal healthcare provider, the online Health Risk Assessment (either Aetna or Health Advocate), and the Wellness Online course in Totara—you will earn your 2018 incentive while taking steps toward a healthier lifestyle this spring!

Interested in starting now? Click on the link to get started and enroll in <u>Wellness Online</u> today!

RAISE Training for FAS

Thursday, March 29 Allison Hall Community Room | 1:30-3:30 p.m.

Have you had a student "come out" to you in class? Are you confused about how to ask someone for their gender pronouns? Perhaps you're hoping to make your departmental policies and procedures more inclusive! No matter your interest or reason, we encourage all aspiring allies and advocates to participate in a session of R.A.I.S.E. (Red Devils Advocating for Inclusive Spaces for Everyone)!

Register now in <u>Totara</u> by searching and enrolling in the course name **RAISE**, then sign-up for the **March 29 session**. Review the detail and check the self-authorization box in the center of the page. Click "Agree and submit" button at the bottom of the screen to complete your registration.

Back Pain and Sciatica: *Oh! My Aching Back!*

Presented by Hersh Shukla, PT, Orthopedic and Spine Physical Therapy

Thursday, April 12 | Stern Center, room 102 | noon-1 p.m.

Back pain and Sciatica are very uncomfortable issues that many deal with on a day-to-day basis. Attend this workshop to learn more from Hersh Shukla, a physical therapist from the Carlisle area about these very common painful conditions.

Register now in <u>Totara</u> by searching and enrolling in the course name **Wellness Info Sessions,** and sign-up for the **Back Pain and Sciatica** session.



WANT DETAILED INFORMATION FOR THESE PROGRAMS? GO TO EMPLOYEE GATEWAY > TOTARA AT HTTP://GATEWAY.DICKINSON.EDU, E-MAIL DEVWELL@DICKINSON.EDU, OR CALL EXT. 1503.

Medicare 101

Presented by Aetna Tuesday, April 17

TWO SESSIONS OPTIONS:

- HUB Social Hall West, noon-1 p.m.
- Allison Hall Community Room, 6-8 p.m.

Retirement and healthcare are two topics that we all face as we grow older. Many of us find healthcare coverage and decisions as one of our biggest challenges, and are confused or concerned about making the right decisions. So many choices to make—and not necessarily having the tools or answers needed to make the right decision—cause this process to be quite stressful. If you are approaching retirement or if you need to help a friend, family member or loved one navigate these challenging decisions, please sign-up to attend one of these informative sessions on Medicare presented by TIAA. This program is open to the entire Dickinson community.

Register now in <u>Totara</u> by searching and enrolling in the course name **Medical Consumerism**, and sign-up for **Medicare 101**.

Chimamanda Ngozi Adichie Dear Ijeawele, or A Feminist Manifesto in Fifteen Suggestions

Dear Ijeawele, or A Feminist Manifesto in Fifteen Suggestions by Chimamanda Ngozi Adichie

Presented by the President's Commission on Women, Gender and Sexuality & Professional Development Thursday, April 27 HUB side rooms 204-205 noon-1:15 p.m.

A few years ago, Chimamanda Ngozi Adichie received a letter from a dear friend from childhood, asking her how to raise her baby girl as a feminist. *Dear ljeawele* is Adichie's letter of response.

Here are fifteen invaluable suggestions—compelling, direct, wryly funny, and perceptive—for how to empower a daughter to become a strong, independent woman. From encouraging her to choose a helicopter, and not only a doll, as a toy if she so desires; having open conversations with her about clothes, makeup, and sexuality; debunking the myth that women are somehow biologically arranged to be in the kitchen making dinner, and that men can "allow" women to have full careers, *Dear ljeawele* goes right to the heart of sexual politics in the twenty-first century. It will start a new and urgently needed conversation about what it really means to be a woman today.

Note: A copy of the book was ordered for employees who registered prior to Wednesday, February 28, 2018. Register for this book discussion in Totara via the <u>Gateway</u> by enrolling in the Book Discussion course, and signing-up for this session. Limited spots are still available.

Career Development Conference Fund Reminder for Non-Exempt Staff

The college supports all employees continual growth and development (both personally and professionally) as members of a learning institution. Employees are encouraged to identify possible opportunities that will offer assistance in the work they perform at the college. Supervisors should support employees by suggesting learning and development opportunities as part of the performance evaluation discussion as well as throughout the year. Both on-campus and off-campus opportunities may exist for employees. For on-campus programs, employees can regularly review the list of professional development events offered by Human Resource Services, User Services, and other campus departments. However, gaining specialized knowledge in a person's field may require attending off-campus workshops and conferences.

Nonexempt employees are eligible to participate in the **Conference Fund** offered by the college to support attending training seminars or workshops off-campus. Supervisors must confirm that the program would enhance particular skills related to the work of the department. Funding is limited to \$200 per person per year to be used for registration fees. Requests will be funded on a first come, first served basis until the budget for the fund has been exhausted. The **Conference Fund** will not be used to pay for certifications that are required by an employee's position (i.e. CPR, blood-borne pathogens, Act 120, teacher certification, etc.). These funds can be provided by individual departments. In addition, the funds are not intended to be used to pay for degree-type programs. For questions or more information on this career development funding opportunity, please contact Human Resource Services at ext. 1503 or send an email to <u>devwell@dickinson.edu</u>.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR THE MONTH OF FEBRUARY

Congratulations to **Ashley Perzyna**, *Office of the Presiden*t for being the Physical Wellness incentive prize winners for the month of Feburary 2018 for participation in exercise/fitness programs in January! Eligibility for the monthly incentive drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random drawings are held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via <u>Gateway</u> will automatically be included in the monthly drawings. For more details or to request a form to record your marathon-in-a-month miles, please send an e-mail to <u>devwell@dickinson.edu</u> or call ext. 8084.

WELLNESS INCENTIVE TAXABILITY NOTIFICATION

We thank you for being an active participant in the wellness programs at Dickinson College. We value all employees and offer a variety of programs throughout the year to encourage wellbeing while offering educational, fun opportunities to engage the mind and body while creating a positive inclusive social environment for the campus community. We hope you enjoy participating in these programs and events throughout the academic/fiscal year.

In recognition and appreciation of your participation in the wellness programs, we offer healthy reward incentives. As a reminder, in accordance with IRS regulations, awards and gifts to employees from the college are considered taxable income and the college is required to withhold taxes.

The value of your incentive(s) will be added to your income through payroll, which could result in a decrease in your net pay because of additional tax withholdings on the value or dollar amount. The tax withholding will coincide with the payroll period closest to the date that you receive your annual incentive reward. Please contact payroll with any questions related to this additional withholding.

Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through Totara in the Gateway or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our policy requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.

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HUMAN RESOURCE SERVICES

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