

Vitality

Dickinson

HUMAN RESOURCE SERVICES

May 2018
Volume XII | Issue 9

2019 SPRING INTO THE SEMESTER COMMON READING BOOK PROGRAM

We are seeking book nominations for the Dickinson College *Spring Into the Semester* common reading program to take place in Spring 2019. This common reading program, hosted by Academic Affairs, Student Life, and the Waidner-Spahr Library, is designed to provide shared intellectual experiences, build community, and encourage dialogue on timely issues. All Dickinson students, faculty, and staff will be invited to participate, as will local alumni.

Please submit your nomination, including your rationale for suggesting this book, via this [online form](#) by **Friday, May 15, 2018**.

If you have any questions or additional comments about the Spring Into the Semester common reading program, please contact [Donna Bickford](#) or [Jessica Howard](#).

Apply to Become a Leadership Cumberland Fellow

Leadership Cumberland's mission is to develop a program that serves Cumberland County by developing individuals to become effective leaders in the workplace and community. Fellows, as participants are called, represent a diverse group of emerging leaders from banking, the law, healthcare, government, production, education and non-profits. While differing in age, background and profession they share one common trait—the motivation and desire to take on greater responsibilities in the community and at work.

Leadership Cumberland Fellows have demonstrated emerging leadership and vision through their career experience and community involvement. The personal and professional objectives of prospective Fellows are volunteerism, leadership and an interest in shaping the future of workplaces and organizations that serve Cumberland County. Each year, Dickinson proudly sponsors a fellowship and is pleased to once again extend this professional development opportunity to interested faculty and staff. Leadership Cumberland is a cohort-based program and follows the academic year—begins in August and graduates in May.

All applicants must provide a completed application and letter of support from his or her direct supervisor. Please submit these and any questions regarding the fellowship to Ashley Perzyna at perzyna@dickinson.edu no later than Thursday, May 31.

To apply, please click the application link that follows: <http://leadershipcumberland.org/wp-content/uploads/2013/03/Download-2018-2019-Fellows-Application.pdf>

Recognition Brunch 2018!

Thursday, May 24 | 9–11 a.m. | HUB Social Hall

Human Resource Services is hosting the 3rd annual Recognition Brunch, an inclusive Dickinson community event for all employees to come together and celebrate at the end of the spring semester. Join us for this special gathering to recognize the achievements of all employees and to express appreciation to those who have completed five or more years of service as of June 30, 2018. Honoree invitations were sent to those celebrating a five-year increment anniversary. Please register now to attend the brunch via the [RSVP online form](#), sending an email to HREvents@dickinson.edu or by calling Human Resource Services at ext. 1503 before May 17.

Benefits Information

GET THE MOST OUT OF YOUR BENEFITS!

Health Risk Assessments

FREE Online through [Aetna Navigator](#) or [Health Advocate](#)

Taking care of yourself is a gift not only to you, but also to your loved ones and friends. *But, how do you do this (from a healthcare perspective) if you don't know about your own health risks?* The easy answer—complete a free, online health risk assessment (HRA)! For full-time* employees, Dickinson offers two, easily accessible, HRA survey tools through either [Aetna Navigator](#) or [Health Advocate](#). The survey is completely confidential with only the participant receiving the results. Either online option takes only about 15-20 minutes to complete and provides a full report, which is immediately downloadable in PDF format or can be reviewed online within the platform used to complete it. The online survey results include tips and links for online health coaching and resources for any risks identified. Taking steps to reduce your health risks is taking steps to stay active and healthy to be with the ones you love now and in the future. *Give yourself and loved ones the gift of you!*

One additional perk—**completing your free online health risk assessment, in addition to completing your biometric screening, is one of the steps in our Wellness@Dickinson incentive program...**so completing an HRA also counts toward earning your 2017-2018 incentive award! So, you are doubly rewarded with knowledge about your own wellbeing, along with earning your incentive as well. [Click Here to Learn more about the incentives for 2017-2018.](#)

*Part-time employees can also complete a free, online health risk assessment. Send an email to devwell@dickinson.edu to request assistance.

Aetna 1:1 Consultations

Tuesday, May 15
Mary Dickinson Room, HUB
10 a.m.–1:30 p.m.

Managing your money and making choices for your healthcare are challenges many of us face regularly. Aetna representatives are on campus at different times throughout the year. Take advantage of making an appointment to meet with them to get your questions answered about claims, learning to read an EOB (Explanation of Benefits), or by attending an information session to learn more about online resources available to help estimate costs or save money!

Register now in [Totara](#) by searching and enrolling in the course name **Medical Consumerism**, and sign-up for **Aetna 1:1 Consultations**.

2018 Spring Into Fitness Challenge

Congratulations and thank you to the 2018 challenge participants who completed 190,672 exercise minutes cumulatively this spring. Keep on tracking your exercise minutes for good measure and wellbeing! The 2018 Spring Into Fitness Challenge ran for six weeks from March 18 through April 28 with 123 registered participants and 15 mini-teams. The divisional challenge and the golden sneaker trophy, along with other mini-team and participant awards will be presented at the upcoming **Wellness Celebration**. Spring Into Fitness Challenge and Wellness@Dickinson Incentive Program participants will receive an invitation soon to register for this event.

Open Enrollment

The annual open enrollment period will be held from **Tuesday, May 1 through Friday, June 1**. Open enrollment will be conducted online via Self-Service Banner. Flexible Spending Accounts for health and/or dependent care reimbursement **MUST** be re-established each fiscal year during open enrollment. **Funds from the current fiscal year need to be used by Saturday, September 15, 2018.**

2018 Benefits and Wellness Fair

The annual Benefits and Wellness Fair was held on Tuesday, April 24. Approximately 175 employees and family members attended this year's event. The Fair provided a chance to gather important information from over **40** vendors and campus departments as well as the opportunity for health screens and other wellness services. If you were not able to attend the Benefits and Wellness Fair and have questions, please contact us at ext. 1503 or hrrservices@dickinson.edu.

New Hires & Retirement

Katharina Matic, Office of Institutional Effectiveness & Inclusivity

WE WISH A FOND FAREWELL AND THANK YOU...

Carol Adams who retires as our *Kindergarten Director and Teacher at the Children's Center* on June 2, with over 28 years of service.

Corinne Stefanic, Senior Administrative Assistant at the Career Center Office, who retires on May 18 with over 15 years of service.

Community Events & Announcements

COLLEGE COMMUNITY UPCOMING EVENTS REMINDER

Dickinson's [announcements](#) and [events](#) webpages are great ways to stay on top of the college's many programs and events. Please remember to check these listings and take advantage of opportunities to enrich your professional development and wellbeing throughout the year!

PROJECT SHARE COMMUNITY SERVICE OPPORTUNITY

Thursday, May 17 | 3–6 p.m.

Meet at 2:45 p.m., Kaufman Hall Patio near DPS for the walk to Project SHARE

Join fellow employees of the college and the Center for Service, Spirituality, and Social Justice for an afternoon serving our community at **Project SHARE!** This opportunity will take place during Project SHARE's May distribution week. Founded by a Dickinson alum, Project SHARE is a food pantry in Carlisle serving over 1,000 families in Central PA each month. They provide food distribution every third week of the month with the help of community donations of food, money, and time.

May 17 will be a great day to volunteer—finals will be done, senior grades will be submitted, and it will be a nice retreat from the upcoming graduation

festivities. For hourly employees, this is also a great opportunity to take advantage of some of your paid community service hours!

SIGN UP NOW: <https://goo.gl/forms/5K1rllCKSXkLZiq73>

Space is limited to 25 volunteers, so sign up soon! The final date to register will be Wednesday, May 9. Please contact Stephanie Mazur at mazurs@dickinson.edu or 717-254-8938 (or ext. 8938) with any questions.

PLEASE NOTE: *This opportunity is ONLY for employees (faculty, staff, and administration) of Dickinson college.*

NATIONAL BIKE TO WORK DAY

Friday, May 18 is National Bike to Work Day. If you participate, take a picture and tag #dsonbiking.

REMEMBER TO PRACTICE GOOD BIKING SKILLS BY:

Wearing your helmet, properly locking your bike, stopping at stop signs, getting your bike tuned up at the Handlebar, and using bike lights when riding after dark.

The Downtown Mile

The **Employment Skills Center** would like to invite everyone to [register](#) and participate in the seventh annual **Carlisle Downtown Mile** on Thursday, May 17. Race packets will be available for pickup at Appalachian Running Company located at 290 E. Pomfret St. in Carlisle from 11 a.m.–5:30 p.m. on Wednesday, May 16. If possible, participants are encouraged to pick up packets prior to race day.

The one mile run down High Street will begin just west of the intersection of Orange and High Streets (900 West High Street) and finishes near the intersection of West High and Pitt

Streets. The race will be run in heats with the Walkers/Fun-run starting off the evening at 6:25 p.m. and concluding with the team challenge at 7:30 p.m. The certified, one-mile race will be chip-timed by [Integrity Racing](#).

All children ages 13 and under will receive a participation medal. Awards will be presented after the race. This year's celebration will again include a beer garden available to all participants ages 21 and older with valid photo ID and wristband required. In addition, there will also **Kids Alley** for younger participants. Space for the **Beer Garden** event is provided by **JFC Staffing**.

Friendly Competition and Family Fun is the theme of the evening. So challenge your co-workers, friends and family to participate in this great event which supports The Employment Skills Center, a local non-profit helping to improve the lives of those in our community through education and job-training.

For [more information](#) and registration call Art Kunst 717-243-6040, ext. 4430 or email him at AKunst@EmploymentSkillsCenter.org. You can also visit the registration website at: <https://runsignup.com/Race/PA/Carlisle/CarlisleDowntownMile>



Cinco de Mayo represents Mexico's victory over France during the Battle of Puebla, but in the United States, it celebrates many of our favorite parts of Mexican culture

(History.com Staff, 2009). Sometimes we imagine Mexican food to be high in fried and fatty ingredients but it's not hard to find recipes that include a variety of health promoting ingredients like beans, vegetables, whole grains, and lean meats. This fish taco recipe includes a pineapple mango salsa rich in vitamin C, and contains B vitamins, fiber, and antioxidants. Rather than heavily fried, high fat meats, this recipe instead calls for health promoting fats in the fish and olive oil.

Enjoy and impress your friends and family this spring, and give your health a boost too with this recipe by Angie Asche MS, RD of Eleat Sports Nutrition!

Sources: Asche, A. (n.d.). Fish Tacos with Pineapple Mango Salsa. Retrieved from <https://www.eleatnutrition.com/recipes/fish-tacos>
History.com Staff. (2009). Cinco de Mayo. Retrieved from <http://www.history.com/topics/holidays/cinco-de-mayo>

FISH TACOS & PINEAPPLE MANGO SALSA MAKES 6 TACOS

TACO INGREDIENTS

1 lb. fresh or frozen cod fillets (*can use any white fish*)
2 tbsp oil (*olive oil, avocado oil, or melted coconut*)
juice of **1** lime
2 tsp chili powder
1/2 tsp garlic powder
1/2 tsp paprika
1/2 tsp salt
1/4 tsp black pepper
corn tortillas

DIRECTIONS:

1. Preheat oven to 400°
2. Combine marinade ingredients (oil, lime juice, chili powder, garlic powder, paprika, salt) in small bowl and mix together well. If using frozen cod, make sure to let thaw in the refrigerator the night before. Place fresh cod in large Ziploc bag and add in the marinade. Let marinate for at least 20 minutes.
3. Place marinated fillets in a baking dish and bake for ~10-12 minutes

SALSA INGREDIENTS

1 mango, diced
1 cup pineapple, diced
1/2 a jalapeno, seeded and minced (*or keep seeds for additional heat!*)
1/2 cup cilantro, finely chopped
juice of **1/2** a lemon
1/4 tsp salt
1/4 tsp pepper

- (fish should flake with fork). Use a fork to shred into small chunks.
4. To make pineapple mango salsa, dice all ingredients very finely and combine in bowl with lemon juice, salt, and pepper. Keep refrigerated in covered container until ready to top tacos.
5. Prep tacos by filling each corn tortilla with fish, salsa, slices of fresh avocado, and a squeeze of fresh lime. **ENJOY!**

Professional Development & Wellness Events

Free Blood Pressure Screening

MONDAYS:

May 14 and June 18

Mary Dickinson Room, HUB
noon-1p.m.

WALK-IN, NO APPOINTMENT NEEDED!

Hypertension or High Blood Pressure is sometimes called the silent killer. Do you know your blood pressure? If not stop by this free screening to know your numbers and learn more!

Massage Therapy (by appointment only)

Provided by Camille Baughman & Assoc.

Thursday, May 10 | 9 a.m.- 5 p.m.

CHECK-IN: Mary Dickinson Room, HUB, Appointments in HUB side rooms 201-204

As the end of the semester draws near, reward yourself by taking a few moments out of your day to participate in a relaxing table 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 with a \$10 co-pay due at your appointment. *Participation is limited to one session per employee. Registration is limited to one session per employee.*

NOTE: Registration is limited to employees of the college only.

Register now in Totara by searching and enrolling in the course name **Massage Therapy**, and sign-up for your appointment under the **Massage Therapy May Appointments** link.



WELLNESS@DICKINSON INCENTIVE PROGRAM *Select your incentives by May 31!*

Wellbeing and Work-Life Balance are part of our culture at Dickinson, and through this philosophy we extend a variety of programs and events to benefit the Dickinson community. Wellness programs, in general, are open to all employees of the college along with spouses and dependent children, ages 18-26 years. **The Wellness@Dickinson Incentive Program (WIP) is a healthy-rewards program that is open *ONLY* to employees.**

PLEASE NOTE: The IRS considers incentive rewards, awards and gifts to employees as taxable income.

For 2017-2018, we required WIP participants to complete a biometric screening and health risk assessment (HRA) to meet the engaged level of the WIP. Going beyond these two initial steps, participants can achieve the energized level or elite level by participating in all areas of the wellness program—physical wellness, emotional wellness, financial wellness, intellectual wellness and nutrition. Overall wellbeing and work-life balance are the goal of our programs for the Dickinson community!

Complete the online [2017-2018 Wellness@Dickinson Reporting Form](#) by **Thursday, May 31** to claim your [Wellness@Dickinson incentives!](#)

NOTICE REGARDING WELLNESS@DICKINSON INCENTIVE PROGRAM

Dickinson College's wellness program is a voluntary program available to all employees. Some portions of the program are available to all employees, whereas other portions are available only to full-time employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. Full-time employees who choose to participate in the wellness program in order to be eligible to earn incentives will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related

activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease).

Full-time employees will also be asked to complete a biometric screening, which includes a blood test for Total Cholesterol, HDL Cholesterol, LDL Cholesterol, Triglycerides, and Fasting Glucose, along with blood pressure and BMI. Other optional blood tests offered include the Live Well Health Screen, Ferritin, HbA1c and/or TSH. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will be eligible to receive incentives to be determined each year. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will be eligible to receive incentives.

Additional incentives may be available for employees who participate in certain wellness-related activities.

(For a listing of wellness program and incentive options, please visit Totara via the Gateway.) If you are unable to participate in any of the wellness-related activities, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Jeanette Diamond at 717-254-8084.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks. You also are encouraged to share your results or concerns with your own doctor.

Protecting Our Community

Presented by Dennette Moul, Associate Director for Human Resource Development

Thursday, May 17 | Althouse 106

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we offer educational programs to assist all employees with recognizing and addressing potential harassing and discriminating behavior. New employees are required to complete two web-based modules and attend Protecting

Our Community within the first year of employment. Employees are also required to attend Protecting Our Community once every six years.

NONEXEMPT STAFF: 9:30–10:30 a.m.

EXEMPT STAFF: 2–4 p.m.

TO REGISTER: Register now in [Totara](#) by searching and enrolling in the course named **Protecting Our Community**, and sign-up for your session under the **Protecting Our Community May 17 non-exempt or exempt session links**.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR THE MONTH OF APRIL

Congratulations to Kim Morgan, *Individual Giving*, for being the Physical Wellness incentive prize winner for the month of April 2018 for participation in exercise/fitness programs in March! 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 Gateway will automatically be included in the monthly drawings. For more details or to request a form to record your marathon-in-a-month miles, please send an e-mail to devwell@dickinson.edu or call ext. 8084.

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.

CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

Dickinson

HUMAN RESOURCE SERVICES

PO BOX 1773 | CARLISLE, PA 17013-2896
717-254-8084 | devwell@dickinson.edu

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