

Vitality

Dickinson

HUMAN RESOURCE SERVICES

October 2018
Volume XIII | Issue 3

Fire Safety

NATIONAL FIRE SAFETY WEEK IS OCTOBER 7-13

Daniel Berndt, *Safety & Emergency Management Specialist*

During the first week of classes, a series of fire drills were performed in each academic, administrative, athletic, and community building on campus possessing regular occupancy. Coordinated by the Department of Compliance & Enterprise Risk Management, these drills were performed to test both the mechanical systems including the flashing lights and audible alarm systems, and serving to practice evacuating to your building's designated emergency assembly area.

Below are some helpful tips:

- **EMERGENCY QUICK REFERENCE GUIDES:** These helpful guides, commonly located by fire alarm pull stations, are a great resource to help you identify where to go and what to do in the event of an emergency. These guides are specific to the building they're posted in, and key information like the building name and address, emergency assembly area, shelter in-place location, and nearest AED can all be found in the red "Building Safety Plan" box at the bottom of each guide.
- **FIND YOUR EXIT:** Numerous studies indicate that building occupants frequently go out the same way they come in, even in an emergency. Identify your closest exits and do the same whenever you enter a building—always having a plan of escape. Exit routes are marked with red or green "EXIT" signs affixed to the ceiling, with the sole purpose of helping you navigate out of the building in an emergency.
- **CLOSING DOORS:** New fire door stickers were installed on stairwell doors as a reminder to keep them closed as a means of fire protection. Enclosed stairwells with closed doors are designed to be more protected from fire to provide a safe corridor for occupants in the event of an evacuation. It is good practice to close all doors to keep the fire from spreading but do not take too much time doing so. Always evacuate as quickly as possible!

A couple quick reminders:

- Take the time now to locate your closest fire alarm pull station. These are always located by exit doors and the ends of hallways.
- Please treat all drills as the real deal. If the alarm sounds, evacuate!

For more information about fire safety at Dickinson, [head to our website.](#)

Do you know what P.A.S.S. stands for?

Most fire extinguishers operate using the following P.A.S.S. technique:

1. **PULL...** Pull the pin. This will also break the tamper seal.
2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
4. **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2-4.

If you have the slightest doubt about your ability to fight a fire...
EVACUATE IMMEDIATELY!

Reference: www.osha.gov/SLTC/etools/evacuation/portable_use.html

Retirement Investment Committee

Dickinson College takes its responsibility to oversee the College's retirement program seriously. A committee with representatives from faculty and administration meets regularly with an independent outside consultant to ensure that the retirement program's investments remain competitive. This summer, our consultant reviewed the investment options within the program and identified opportunities for some replacements for better-performing investment options that are not tied specifically to either Fidelity or TIAA. These changes will be scheduled to take place at the beginning of the calendar year, so please be on the lookout for additional communications from Fidelity and TIAA outlining the changes in the coming weeks.

RETIREMENT PLANNING SESSIONS

Fidelity Individual Counseling Sessions

A Fidelity representative will be available during the fall semester on:

- **TUESDAY, NOVEMBER 6**
Mary Dickinson Room, HUB
- **WEDNESDAY, DECEMBER 12**
Hub Side Room 203

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

TIAA Individual Counseling Sessions

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

- **THURSDAY, NOVEMBER 1**
- **TUESDAY, NOVEMBER 27**
- **WEDNESDAY, DECEMBER 19**

All sessions are held in HUB side room 201.

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

October TIAA Educational Webinars



Would you like to learn more about saving or retirement or planning for the future, but don't have the time to attend a live information session? TIAA offers free on-demand, online webinars on a variety of topics. All employees are welcome to attend and can register at TIAA.org/webinars.

OCTOBER 16

- **noon–1 p.m.:** Social Security Basics
- **3–4 p.m.:** Paying Yourself: Income Options in Retirement

OCTOBER 17

- **noon–1 p.m.:** Money at Work 2: Sharpening Investment Skills
- **3–4 p.m.:** Inside Money: Managing Income and Debt

OCTOBER 23

- **3–4 p.m.:** Postcards from the Future: A Women's Guide to Saving and Investing

OCTOBER 24

- **1–2 p.m.:** Money at Work 2: Sharpening Investment Skills

OCTOBER 25

- **3–4 p.m.:** Attention to Detail: Financial Finishing Touches for Women

TIAA IRA PAYROLL DEDUCTION

Participants can now enroll in the [TIAA IRA utilizing payroll deduction at Dickinson College](#) through the following options:

1. Enroll on-line via the public site at www.TIAA.org
2. Enroll via telephone at 800-842-2252 and receive pre-filled electronic forms for their electronic signature
3. Enroll via telephone at 800-842-2252 and receive pre-filled paper forms to sign and fax to 800-914-8922
4. Enroll through the assistance of a 1:1 Counseling Session



GET THE MOST OUT
OF YOUR BENEFITS!

OLDER KIDS NEED VACCINES, TOO

DID YOU KNOW YOUR PRETEEN NEEDS VACCINES TOO?

Kids grow fast. But even when they're older, they need vaccines to help protect them against serious diseases. Schedule an appointment today if your preteen hasn't had a checkup in the past 12 months.

MAKE THE MOST OF YOUR VISIT

Any time your child sees their doctor—for a sick or well visit—it's a good time to talk about:

- Vaccines they may need
- Body and behavior changes
- Diet, exercise, and body mass index (BMI)

TAKE CARE OF YOU, TOO!

Make sure you get the screenings and vaccines you need. Just schedule a checkup with your doctor.

Check out these helpful resources:

**NATIONAL IMMUNIZATION PROGRAM
CENTERS FOR DISEASE CONTROL AND
PREVENTION (CDC)**

- 1-800-232-4636
- cdc.gov/vaccines

Vaccine Information

IMMUNIZATION ACTION COALITION

- 651-647-9009
- vaccineinformation.org

Safety and Prevention

AMERICAN ACADEMY OF PEDIATRICS

- 847-434-4000
- healthychildren.org

Make it easier to manage your child's health—and yours. Just go to the [Aetna member website](#) on your ID card to:

- Check claims
- Compare costs for medical procedures
- Find a doctor, pharmacy or facility

Aetna Individual Consultations

Aetna Representative: Jean Enders

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

- **THURSDAY, OCTOBER 18** noon–3:30 p.m.
- **WEDNESDAY, OCTOBER 31** 8 a.m.–noon
- **MONDAY, NOVEMBER 12** noon–3:30 p.m.
- **THURSDAY, NOVEMBER 29** 8:30 a.m.–12:30 p.m.

** All consultations will take place in HUB Mary Dickinson Room*

How to Submit HealthSmart Flex Benefits Claims beginning October 31, 2018

As of October 31, employees will no longer be able to EMAIL flexible spending claims to HealthSmart due to HIPAA standards. HealthSmart has revised their practices to better protect participant privacy and comply with HIPAA and industry standards. While the elimination of email claim submission is intended to protect participant protected health information (PHI), this should not be perceived as a reduction in service. HealthSmart has introduced new tools, like the online portals, and mobile technology to provide additional service options. Claims submitted through these new channels will take advantage of internal process improvements and automation increasing the speed at which claims will be processed, delivering reimbursement checks or deposits to the participants sooner.

As of October 31, the email box, flexbenefits@healthsmart.com, will be set to no reply and email messages will not be forwarded. Claim submission protocols will be limited to USPS mail, fax, Mobile, or Internet Portal. **Detailed instructions on how to submit claims can be found on our website at:** www.dickinson.edu/flexiblespendingaccounts

Benefits Information

Medicare Prescription Drug Plan Creditable Coverage Disclosure Notice

In accordance with the Center for Medicare and Medicaid Services (CMS), all employees who are participating in the Dickinson College group health insurance plan managed by Aetna and group prescription drug plan managed by CVS are required to receive a disclosure notice regarding our plan's creditable prescription drug coverage. **PLEASE NOTE:** If you or your covered dependents are not currently eligible for Medicare you may disregard this notice. Contact Human Resource Services if you have any questions.

New Hires & Retirements – September 2018

ADDITIONAL AUGUST NEW HIRES

Jane Battersby, *Food Studies*
Allison Boni, *Center for Service, Spirituality and Social Justice*
Ian Boucher, *Library Services*
Carol Burford, *Dining Services*
Angel Chumbley, *Facilities Management*
Nichole Crull, *Facilities Management*
Spring Davidson, *Mathematics & Computer Science*
Kate Dunbar, *Annual Fund & Engagement*
Sue Farris, *Biology*
Lizzie Gehman, *Dining Services*
Cheri Getty, *Facilities Management*
Carolyn Goode, *Asbell Center*
James Guardino, *Film Studies*
Bob Hamilton, *International Studies*
Melodi Hendrickson, *Center for Global Study & Engagement*
Bonnie Iorfido, *Dining Services*
Brian Johnson, *Film Studies*
John Katunich, *Writing Program*

Katelyn King, *Library Services*
Sunnie Ko, *Advancement Services*
Li Li, *East Asia Studies*
Seth Long, *ROTC*
Nate Nester, *Athletics*
Cindy Newcomer, *Africana Studies*
Lillian Oglesby, *Theatre & Dance*
Stephanie Patterson, *Children's Center*
Jessica Pope, *Children's Center*
Laura Pullin, *Library Services*
Alyssa Schwartz, *Music*
Kevin Shoaff, *Office of CASE*
Benjamin Smith, *Dining Services*
Stacey Suver, *American Studies*
Nina Tarner, *Psychology*
Ryan Vann, *Financial Operations*
Sandra Vasquez, *Office of Admissions*
Ke Xiao, *East Asia Studies*

SEPTEMBER NEW HIRES

Daniel Acuna Gonzalez, *Office of CASE*
Carrie Bowerman, *Wellness Center*

Katherine Crain, *Facilities Management*
Elias Cuadro, *Public Safety*
Todd Drazien, *Wellness Center*
Kendall Isaac, *Office of General Counsel*
Joseph Panilaitis, *Dining Services*
Kathy Shaw, *Facilities Management*
Caroline Smiegal, *Office of Admissions*
Kathleen Staruh, *Facilities Management*
John Staruh, *Facilities Management*
Laurie Turner, *Facilities Management*

RETIREMENTS

We wish a fond farewell and thank you to Shalom Staub, who retired as our *Associate Provost for Civic Engagement* on August 3, with 17 years of service; Rosemary Giancoli, *Dining Services*, retired on September 8, with 6 years of service and Sandy Bennett, *Lead Teacher for the Children's Center* retired on September 28, with 14 years of service.

Fit Bit Challenge: Dickinson College FitBit User Group

As we all start off the fall 2018 semester together as a community, why not join a community of FitBit users that was created specifically for Dickinsonians! This group was created for Dickinson students, faculty, staff, and alumni of the college who use FitBit and are looking to change to or maintain a healthy lifestyle. Many already own a FitBit to encourage ourselves to keep moving throughout the day and year. If so, this is the perfect time to bond as a culture of wellness and encourage each other through an online fitness FitBit Challenge!

FitBit offers some great virtual Challenges like *Adventure Races* – with options such as the *Yosemite Races Valley Loop* or *Yosemite Races Pohono Trail*! Joining the FitBit User Group will be a great way to keep actively inspired as we head into cooler weather this fall and winter and enjoy challenging each other to the free fitness options available online. *Click to learn more and join the Community Activity Group: [Dickinson College FitBit User Group](#)!*

Community Programs & Events

UNITED WAY DAY OF CARING

Friday, October 12 **REGISTER NOW!**



Dickinson employees are invited to participate in this year's United Way Day

of Caring! The event will be held on **Friday, October 12 from 8:30 a.m.–1:30 p.m.** The day will start with a kick off hosted at ATS Auditorium at 7:30 a.m., where volunteers will meet with their groups and collect their LIVE UNITED t-shirts. At 8:30 a.m., groups will head out to their assigned project at a local non-profit. Volunteers will have the opportunity to learn about the great work our local organizations do on a daily basis and roll up their sleeves to support their efforts. After finishing their projects and working up an appetite, volunteers are invited to have lunch from 12:30–1:30 p.m. at the LeTort Park Pavilion. Day of Caring is an incredible opportunity that allows participants to help organizations that help so many of our community members!

REMINDER OF COMMUNITY

SERVICE BENEFIT: All employees must first receive approval from their supervisors before registering for the event. All administrative and support staff employees will be allowed to volunteer for up to eight (8) hours of paid time from July 1 to June 30. To indicate your interest in this community volunteer opportunity, [please register for this program in Totara.](#)



Spiritual Direction: *an encounter that explores a deeper relationship with the spiritual aspect of being human.*

Spiritual direction helps people tell their sacred stories every day. Spiritual direction describes the ancient process of accompanying people in their spiritual journey toward freedom and peace.

Meeting regularly in spiritual direction supports spiritual formation. Spiritual direction is available to people of all faiths and people who are spiritual but have no religion.

As Dickinson faculty, staff or student, if you are interested in learning more, please contact **Donna Hughes**, Director for the Center for Service, Spirituality and Social Justice, who is a certified spiritual director.

Walk the Labyrinth

October 29 and November 30 | 9 a.m.–9 p.m. | HUB Social Hall

A labyrinth is an ancient symbol that relates to wholeness. It combines the imagery of the circle and the spiral into a meandering but purposeful path. The Labyrinth represents a journey to our own center and back again out into the world. Labyrinths have long been used as meditation and prayer tools.

A labyrinth is an archetype with which we can have a direct experience. We can walk it. It is a metaphor for life's journey. It is a symbol that creates a sacred space and place and takes us out of our ego to "That Which Is Within."

Labyrinths and mazes have often been confused. When most people hear of a labyrinth they think of a maze. A labyrinth is not a maze. A maze is like a puzzle to be solved. It has twists, turns, and blind alleys. It is a left brain task that requires logical, sequential, analytical activity to find the correct path into the maze and out.

A labyrinth has only one path. It is unicursal. The way in is the way out. There are no blind alleys. The path leads you on a circuitous path to the center and out again. A labyrinth is a right brain task. It involves intuition, creativity, and imagery. With a maze many choices must be made and an active mind is needed to solve the problem of finding the center. With a labyrinth there is only one choice to be made. The choice is to enter or not. A more passive, receptive mindset is needed. The choice is whether or not to walk a spiritual path.

At its most basic level the labyrinth is a metaphor for the journey to the center of your deepest self and back out into the world with a broadened understanding of who you are.

For more information, contact **Donna Hughes**, Director for the Center for Service, Spirituality and Social Justice.

Harvesting Dickinson TUESDAYS & THURSDAYS through October 30 8:30 a.m.–noon

Need a little time out of the office? How about some fresh air outside in nature? Dickinson employees are invited to spend some time at the College Farm as part of a collaborative effort with Human Resource Services.

Dickinson employees can volunteer for up to eight hours of community service* activities each year. Interested Dickinson employees can sign up for one or two 4-hour shifts at the College Farm through October. Employees must provide their own transportation to the farm.

COMMUNITY SERVICE REMINDER: *The college's mission speaks to the importance of creating engaged citizens; Dickinson supports our employees in their pursuit of civic engagement by allowing individuals to take up to eight (8) hours of paid time on an annual basis to perform community service. Employees must first receive approval from their supervisors before registering for community service programs. Current opportunities include the Down on the Farm: Harvesting Dickinson and United Way – Day of Caring. With permission of their supervisors, employees may also request to volunteer their time to other community-based programs or activities.*

CARE FOR OUR BRAIN CAN START IN THE GROCERY STORE BY KNOWING WHICH FOODS TO CHOOSE.

Scientists are interested in the brain and what impacts memory. We know that some children learn more easily than others and some adults are more prone to memory loss through the aging process. The question is, is there anything we can do about it? I'm a fan of knowing the things I can control versus the things I can't. Nutrition is one of the things we can do to improve and preserve our brain function.

JUST SOME NEUROSCIENCE TO START

Our brains have four lobes in charge of different aspects of our thinking, emotions, and motor function. The temporal lobe houses the hippocampus which is involved with memory and mood. We can make a positive or negative impact on the hippocampus (and therefore, memory) based on what foods we routinely choose.

CUT BACK

While we typically think about heart disease, obesity, and diabetes when it comes to a poor diet, a 2015 study of the brain found that a diet high in inflammatory fats (saturated and trans) as well as a diet high in simple sugars correlated to a lower volume of the hippocampus in a group of 60-64-year-old people (Jacka, Cherbuin, Anstey, Sachdev, & Butterworth, 2015).

Saturated and trans fats contribute to inflammation and damage to blood vessels. We find saturated fats in animal products like beef, full fat dairy, and butter. Trans fats are often found in our food system in an artificial form because they are used to create greater shelf stability and texture, however they are quite damaging to health of the brain. We find trans fats in products like fried foods, packaged cakes, and stick margarine. The FDA is putting a stop to these artificial trans fats in the near future.

Sugar not only contributes to obesity, diabetes, and sugar crashes but simple sugars in foods like breakfast cereals, sweetened drinks, and desserts may be contributing to poor brain health. Control your intake by basing your diet around whole foods with very small amounts of sugar, honey, or other sweeteners just for a touch of flavor.

WHAT ARE SOME BRAIN FOODS TO ADD INTO YOUR DIET?

In the same study of the 60-64 year olds, those with a diet high in fresh produce and fish had a significantly higher volume of the hippocampus (Jacka et al., 2015). Add fish to your weekly menu at least twice per week for brain-healthy Omega-3s. Don't like fish? Walnuts, flax, soy (and the oils of all 3), chia, and canola oil all contain omega 3's which are also notoriously helpful for heart health. Check with your doctor if it is appropriate for you to take a fish oil supplement for brain health! (Healthline, n.d.)

Flavonoids in the diet may also protect against brain degeneration (Rodriguez-Mateos, 2014). They are compounds found in plant based foods such as citrus fruits, apples, onions, leafy greens, dark chocolate, and green tea.

References: Jacka, F. N., Cherbuin, N., Anstey, K. J., Sachdev, P., & Butterworth, P. (2015). Western diet is associated with a smaller hippocampus: A longitudinal investigation. *BMC Medicine*, 13(1). doi:10.1186/s12916-015-0461-x

Healthline. "How Omega-3 Fish Oil Affects Your Brain and Mental Health." Healthline, Healthline Media, www.healthline.com/nutrition/omega-3-fish-oil-for-brain-health#section2.

Rodriguez-Mateos, A., Vauzour, D., Krueger, C. G., Shanmuganayagam, D., Reed, J., Calani, L., . . . Crozier, A. (2014). Bioavailability, bioactivity and impact on health of dietary flavonoids and related compounds: An update. *Archives of Toxicology*, 88(10), 1803-1853. doi:10.1007/s00204-014-1330-7

Professional Development & Wellness Events



WELLNESS
@ DICKINSON

WELLNESS ONLINE

As the fall semester begins and we all get very busy with life, we need

to remember to take care of ourselves and enrich our days with interesting, novel things. 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 FY2019 Wellness Incentive? If so, try the online wellness program option, called **Wellness Online**—accessible via Totara in the Gateway 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 FY2019 incentive while taking steps toward a healthier lifestyle this spring!

Interested in starting now? Click on the link to get started and enroll in [Wellness Online](#) today!

Do you need motivation to jumpstart your fitness for the upcoming fall and winter months, or to join the Dickinson College FitBit User Group Challenge described in this issue of Vitality? Watch Dr. Mike Evan's Video—[23 and ½ Hours](#)—to learn about the best preventive (and FREE) treatment for many health conditions!

Biometric Screenings

Administered by UPMC Pinnacle Carlisle Staff
Thursday, October 25
Facilities Management Breakroom,
5 N. Orange Street
7:30-9 a.m.

APPOINTMENTS REQUIRED

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 Healthy Reward incentive in the Holistic Health Incentive Program! Enroll and sign-up now in Totara for your [Biometric screening appointment](#).

Tobacco-Free Living

Presented by UPMC Pinnacle Carlisle
Tuesday, October 30
Stern Center, room 102
noon– 1 p.m.

Have you, a friend or loved one wanted to quit smoking but been challenged with attempts to quit? Did you ever wonder why this is so difficult to accomplish?

This presentation provides a general overview of the nature of the tobacco-use addiction, complications, benefits of quitting, treatment options and resources. Gain encouragement, knowledge, resources and supportive tools to aid in quitting tobacco. Enroll and sign-up now in Totara under the [Wellness Info Sessions](#) course!

Flu Vaccination Clinic Days

Administered by
Wellness Center Staff
HUB Social Hall
APPOINTMENTS REQUIRED

Flu vaccinations will be offered to employees and students on campus again during the months of October and November on the dates listed below. For fall 2018, employee's spouses and dependent children between the ages of 18-26 years may also receive the free flu vaccine on campus upon request. Click the registration link below to schedule your appointment to open in Totara for this fall.

- **THURSDAY, OCTOBER 11**
9–11:00 a.m.
- **WEDNESDAY, OCTOBER 31**
11 a.m.–1 p.m.
- **FRIDAY, NOVEMBER 9**
4–6 p.m.

Flu Vaccination Enrollment Registration Link

Reminder: Once you have scheduled your flu vaccine appointment, an automated email confirmation from Totara will be sent that includes a flu shot form link. Please remember to download, complete and print the completed form prior to your scheduled appointment and bring it with you to save time checking in upon arrival at the flu vaccine clinic.

Free Blood Pressure Screenings

MONDAYS from noon-1 p.m.
Mary Dickinson Room

FALL SEMESTER 2018: Oct. 22,
Nov. 19, Dec. 17
SPRING SEMESTER 2019: Jan. 21,
Feb. 18, March 18, April 15, May 13,
June 17
**WALK-IN, NO APPOINTMENT
NEEDED!**



TECH TIP

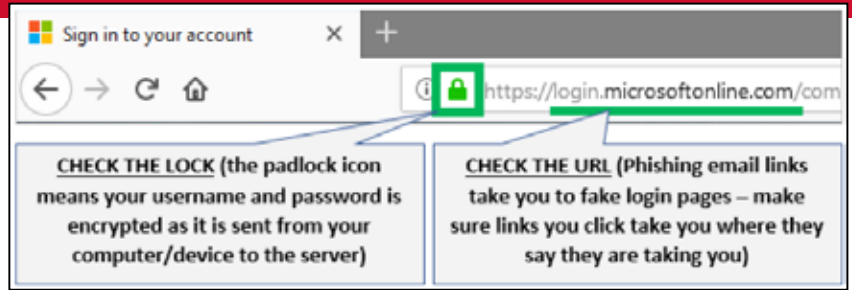
ANDREW CONNELL, USER SERVICES Password and Log In Advice

It is obvious that the passwords on your various accounts are the first line of defense against intrusion and subsequent risk (data theft, reputation, financial loss, etc.). There are three solid rules to passwords and logging in anywhere:

1. Do not use the same password in multiple places (ie. Dickinson, Gmail, Amazon, etc.)
2. Always look at the URL (web address) of a website before logging into it
3. Always use a strong password

Recycling is good for everything... but Passwords

If someone gets your username and password to someplace (i.e. Dickinson), it is only a matter of time before they try those credentials to log in elsewhere (i.e. Amazon). Make passwords to all web services different (even if by just one character).



Do you know where you are?

When logging in to a webpage, always check the URL (web address) in the browser to make sure the page is 1.) secure (i.e. with the lock icon) and 2.) authentic (i.e. not a fake login page).

The longer you type, the longer they guess!

Dickinson account passwords must contain at least one capital letter, one lower case letter, one number, and one special character (ie. !, @, #, etc.). However, while Dickinson passwords must be a minimum of 8 characters, making your password LONGER will greatly decrease the likelihood that humans or computers will figure it out.

Click here to see [Randall Munroe's geeky comic XKCD](#) humorously illustrate the benefits of choosing a long password.

FOSTERING INCLUSIVITY

Faith and Practice: How to Be a Perfect Stranger

Building Interfaith literacy is an important component of Intercultural competency. We believe that successfully learning to navigate conversations about religious and spiritual diversity happens by enhancing religious literacy. Religious literacy is enhanced by understanding others faith traditions and faith practices. In this series *Faith and Practice: How to Be a Perfect Stranger* we will have the opportunity to listen to people of faith talk about their own tradition, share a practice of that tradition and then spend some time in a question and answer session to increase our understanding.

Enroll and sign up now in Totara under the Building Interfaith Capacity course for any of the sessions listed below. All sessions are on Thursdays from noon–1 p.m in Stern 102.

- **OCT. 18**, Buddhism
- **NOV. 15**, Islam, Muslim Practice
- **DEC. 13**, Judaism
- **FEB. 21**, Sikhism
- **MARCH 21**, Bahaim
- **APRIL 18**, Hinduism

INTERCULTURAL SPIRITUALITY SERIES

Building Interfaith Capacity

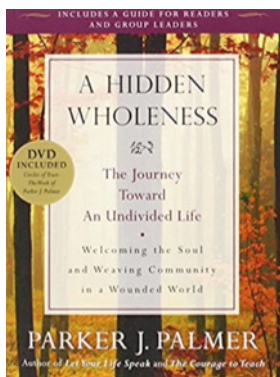
Presented by Dr. Eboo Patel

Wednesday, October 24

Stern Center, Great Room

2:30–4 p.m.

Dr. Eboo Patel will lead a capacity building session for faculty and staff to help increase understanding of and engagement with religious diversity on campus. The session will address the critical importance of taking religious and non-religious identity seriously and the concept of interfaith cooperation as a civic good. Enroll and sign up in Totara under the *Building Interfaith Capacity* course.



Book Discussion

A Hidden Wholeness: The Journey Toward an Undivided Life by Parker J. Palmer

Tuesday, November 13
HUB side rooms 201-202
noon–1:15 p.m.

In *A Hidden Wholeness*, Parker Palmer reveals the same compassionate intelligence and informed heart that shaped his

best-selling books *Let Your Life Speak* and *The Courage to Teach*. Here he speaks to our yearning to live undivided lives—lives that are congruent with our inner truth—in a world filled with the forces of fragmentation.

Mapping an inner journey that we take in solitude and in the company of others, Palmer describes a form of community that fits the limits of our active lives. Defining a “circle of trust” as “a space between us that honors the soul,” he shows how people in settings ranging from friendship to organizational life can support each other on the journey toward living “divided no more.”

Employees who register prior to Thursday, October 4 will receive a copy of this book. Register for this book discussion in Totara via the Gateway by enrolling in the [Book Discussion course](#) and signing-up for *A Hidden Wholeness: The Journey Toward an Undivided Life*.

Faculty, Staff and Administrative Diversity, Equity and Inclusion Workshops Schedule. [Register now in Totara.](#)

◆ RAISE

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)! [Enroll and sign-up now in Totara](#) for any of the sessions listed below. **All sessions are from noon–2 p.m.:**

- **OCTOBER 15, HUB Social Hall West (LGBTQ)**
- **NOVEMBER 1, HUB Social Hall West (LGBTQ)**
- **NOVEMBER 6, Stern 102 (LGBTQ)**

◆ COSTUMES AND CULTURAL APPROPRIATION CONVERSATION

October 16 | Althouse 207 (Landis House Directors) | 4:30–6 p.m.

It seems that every year around Halloween, colleges across the country (including Dickinson) are negotiating incidents related to students’ costume choices. Landis House invites all members of the faculty, staff, and administration to attend this training to learn how to more proactively assist students in avoiding potentially offensive or insensitive costumes. We encourage offices and departments to send a few representatives from their respective areas. [Enroll and sign-up now in Totara](#) to attend this program. *The maximum number of attendees is 35.*

◆ DID YOU REALLY JUST SAY THAT? A faculty and staff learning lab on addressing cultural conflicts lunch and workshop

October 18 | Althouse 110 (PSC) | noon–1:30 p.m.

The Popel Shaw Center invites faculty and staff seeking to develop and improve their ability to respond effectively to cultural conflicts to attend this interactive workshop. *The workshop can accommodate 25 participants, and lunch is provided.* [Enroll and sign-up now](#) for this session in Totara!

◆ INCLUSIVE PEDAGOGIES 2.0 WORKSHOP

October 29 | Althouse 207 (PSC & WGRC) | 4:30–6 p.m.

This interactive workshop provides an opportunity for faculty members to discuss inclusive pedagogy at the syllabus and course design level, and to consider strategies and mechanisms for making syllabi and courses more inclusive. The workshop will also provide each participant with additional resources for further exploration and to share with colleagues. Faculty from all disciplines are encouraged to attend. [Enroll and sign-up now in Totara](#) to participate in this program.

Prerequisite: Must have attended Inclusive Pedagogies: Implicit Bias, Microaggressions, and the Classroom

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF SEPTEMBER

Congratulations to **MAGDA SIEKERT, MIDDLE EAST STUDIES** for being the Physical Wellness incentive prize winner for the month of *September* for participation in exercise/fitness programs in *August*. 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 email to devwell@dickinson.edu or call ext. 8084.



Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the Gateway 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.

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.

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](#)

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HUMAN RESOURCE SERVICES

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