



Vitality

A Human Resource Services Publication
Dickinson College



FEBRUARY 2010/Volume IV, Issue 5

Retirement Alternatives

Since 1979 Dickinson College has offered an Early Retirement Program to Faculty and Administrators. This plan has outlived its usefulness both in terms of costs and practicality given changes over time including those related to complex tax regulations.

A subcommittee of the All-Campus Planning and Budget Committee worked for several months to formulate recommendations that would provide retirement options while reducing the financial burden of the current program. In order to offer choices to faculty and staff who may desire to consider retirement and alleviate future budgetary pressures, two new alternatives were recently approved. The new phased retirement and buy-out alternatives include full-time support staff employees as well as faculty and administrators who are 55 years of age and have a minimum of 10 years (consecutively) of full-time employment with the college.

The phased retirement alternative allows for a reduction in schedule prior to retirement of up to three years with the approval of the appropriate senior officer. The one-time buy-out program will be offered in calendar year 2010; at least six months notice is necessary to participate with the retirement date of participants being December 31, 2010. The current Early Retirement Program for full-time faculty and administrators will end on June 30, 2011. Details of these retirement alternatives have been sent to eligible employees. For additional information or questions, please contact Human Resource Services at 717-245-1503.

Medical Insurance Dependent Audit

The increasing cost of health care continues to affect many employers across the country; Dickinson College is no exception. These costs are shared directly by all employees who participate since the college's medical plan is self-insured. In an effort to ensure we effectively spend our health care dollars and can continue to offer affordable coverage to employees, we have retained Mercer Administration to conduct a verification of the dependents currently covered under our medical plan. By verifying that only eligible dependents are provided coverage under our medical plan, employees are helping to control rising health care costs – costs that employees and Dickinson College share.

The verification process consists of a dependent review period and the response of participants is required. Employees with dependents covered under their medical insurance will receive a dependent review packet from Mercer Administration that includes a list of currently covered dependents and the plan's eligibility requirements. During the dependent review period employees are being asked to verify the eligibility of each dependent currently covered and remove from coverage any dependent that is not eligible based on the plan's eligibility requirements. The Enrolled Dependents Form must be signed, dated and returned to Mercer Administration by the deadline to avoid penalty. All ineligible dependents reported during the dependent review period will be removed from coverage as of **February 28, 2010**.

We know that the vast majority of our employees are covering only eligible dependents and we thank you for taking the time to help with this important verification process.



Individual Counseling Session

Schedule an appointment with a TIAA-CREF consultant to discuss your personal financial situation on a confidential basis. The consultant will be on campus 9 a.m. to 5 p.m. in HUB side room 201 on Tuesday, February 9. To schedule a counseling session call 800-842-2010 or visit the Web site www.tiaa-cref.org/moc.



Photo by Mike Romano



HERSHEYPARK Discount Tickets

Discounted Hersheypark tickets are available for advance purchase to Dickinson students and employees through Human Resource Services and Campus Life at the special rates listed below. **Tickets must be requested and paid for by March 1, 2010.** They are valid during the summer 2010 Hersheypark regular operating season, beginning on May 1. Checks should be made payable to **Dickinson College**. For details, call ext. 8084 or send an e-mail to hrrservices@dickinson.edu

Special ticket prices:

Tickets valid from during entire 2010 regular operating season

\$29.00 ages 9–54 years

\$24.50 ages 3–8 or ages 55–69 years

\$19.95 ages 70+ years

The Dietitian's Corner

Healthy Eating on the Run

Dickinson Consultant Dietitian Diane Bowers, RD
bowersd@dickinson.edu | 717-258-1196
26 State Avenue, Carlisle, PA 17013



Most of us live at a fast pace. We work all day, and then have meetings, soccer games, and household chores. We go from one thing to another with barely a breath in between. We miss meals. We're often too hungry and tired to cook when we get home, so we rely on fast food and microwaveable convenience meals. Our nutrition suffers and our waistlines expand.

The good news is that with a bit of planning and awareness, you can eat healthy foods in healthy ways—even if you are on the run. Here are a few tips to get you moving in a healthier direction:

- First, a gentle reminder that what you eat is a choice. Whatever your life circumstances are – crazy schedule, limited food budget, frequent dinner meetings – you still have the ability to focus on what is possible and to make choices.
- Keep snacks available in your car, office, and home for the times a meal will be late or you're simply hungry. Pretzel sticks, nuts, individual bottles of 100% fruit juice, and bananas or apples with a little bit of peanut butter are all high options compared to sodas, candy bars, and chips. There are lots of nutritious (and tasty!) crackers and granola bars available now – simply check the label so you know exactly what you're buying. Having a small, nutritious snack before you get over-hungry will save you from eating too much, too fast, of anything that is in sight.
- If it's not possible for you to cook a meal every night, then take advantage of the time you are in the kitchen. You can cook several things at the same time, or you can make a double batch of whatever you are cooking and freeze half of it for later. Casseroles, stews and soups all freeze well.
- Pack your breakfast and/or lunch the night before.
- Plan ahead. Grocery lists and weekly menus with some built-in flexibility save time, prevent frustration, and provide you with the opportunity to buy and prepare whole, fresh, nutritious foods.
- Use the internet! Two of my favorite web sites for great recipes of all kinds are www.delish.com and www.allrecipes.com. Experiment with new foods and new recipes and new ways of cooking.
- Spending hours in the kitchen is not a requirement for healthy eating! If you don't have one already, buy a slow cooker (also known as a crock pot) and befriend it. Coming home to the wonderful aromas of a hot-cooked meal that's ready to eat is marvelous – and almost magical! A slow cooker meal that I made for a recent Sunday family dinner was delightfully easy to prepare and clean up, delicious, and nutritious. What could be better? Here's the recipe:

Slow-Cooked Roast Beef and Vegetables

2 pounds red-skinned potatoes (peels on), scrubbed and cut into bite-size pieces
2 pounds fresh carrots, peeled and cut into 1 inch pieces
3 pound rump roast
1 can (10 oz) cream of mushroom soup, undiluted
1 can (10 oz) concentrated beef broth, undiluted

Place the potatoes and carrots in the bottom of your slow cooker, then put the roast on top. Sprinkle lightly with salt and pepper, if desired. Blend the 2 cans of soup together, and pour over the top of the beef and vegetables. Cover, and cook on low for approximately 8 hours. The vegetables will be perfectly done, and the roast will be tender and juicy. Enjoy!



Sustainability

Become a Green Devil Agent!

Green Devil Agents are employee volunteers that act as liaisons between the Office of Campus Sustainability and their department or office on campus. Periodic e-mails are sent to the Agents and the time commitment is minimal. Please e-mail greendevil@dickinson.edu if you are interested in becoming a Green Devil Agent!

Win a gift certificate to a local restaurant!

The Office of Campus Sustainability is piloting a new online system for tracking employee commuting habits! For the month of February, all employees who participate will be entered into a raffle for a gift certificate. All that is required is the willingness to submit basic information at the end of each week. Please e-mail Kate Consroe, Sustainability Coordinator, consroek@dickinson.edu if you are interested in participating.

Summary Annual Reports

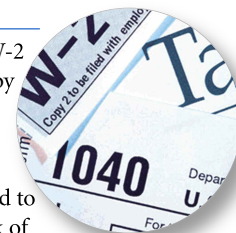
Summary Annual Reports for the following have been completed:

- "Hospitalization & Medical,"
- "Accidental Death & Dismemberment & Life Insurance,"
- "Flexcomp Program,"
- "Group Long Term Disability" and
- "Travel Insurance."

These reports reflect the financial conditions and transactions from July 1, 2008 to June 30, 2009. You may print and/or view a pdf version of this report at www.dickinson.edu/about/offices/human-resource-services/content/Summary-Plan-Descriptions. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

W2 Forms

A printable version of your 2009 W-2 is available in Banner Self-Service by going to the 'Tax Form' section under the 'Employee' tab and choosing 'W2 Year End Earnings Statement'. Hard copies were mailed to employee home addresses the week of January 25. If your address has changed, please contact HR Services via e-mail at hrrservices@dickinson.edu. If you have not yet received your W-2, please contact Payroll at payroll@dickinson.edu.



march of dimes®

Join us for *March for Babies 2010* on Sunday, April 25 at the Wilson Middle School! Registration begins at noon; the event starts at 1 p.m. Fun and excitement for the whole family. For information on starting a team, please contact Kristen Shomper at 717-545-4534, or send an e-mail to kshomper@marchofdimes.com.



The annual Winterfest celebration for employees was held on Saturday, January 9 at the Radisson Penn Harris Hotel and Convention in Camp Hill. Approximately 330 employees, retirees and guests attended the event. Mr. B Entertainment, Marc Brandt, provided the musical entertainment for the evening – along with a host of amusing antics that included dancing on bubble wrap, balloons, and various other items that attendees kept as souvenirs from the event. A very big “thank you” goes out to members of the 2010 Winterfest committee for coordinating and planning this very enjoyable evening.

New Hires & Retirees:

September hires:

Nathalie Handal, Middle East Studies
Andrea Sokol-Albert, Music
Asuncion Arnedo-Aldrich, Spanish & Portuguese
Christina Holter, Dining Services
Jody Minnich, Children’s Center
Elizabeth Kuefler, Music
Gary Mullen, Philosophy
Michael Montgomery, Admissions
Elizabeth Glynn, Alumni Relations
Stacey Schlusser, Facilities Management
Meghan Jones, Annual Giving

November hires:

Erin MacDonald, Dining Services
Andrea Riley, Leadership Giving

January hires:

Dorothy Lehotsky, Alumni Relations
Bruce Gudmundsson, Community Studies Center
Kristopher Benedict, Art & Art History
Robin Craig, Biology
Megan Glick, Africana Studies
Kasee Page, Education
Wanda Mummert, Dining Services
Bonnie Wann, Kline Center

Farewell to Rusty Shunk, Executive Vice President of Community Development, who retired from the college after almost 34 years.

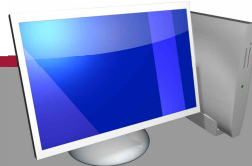


Town Meeting

This year’s Town Meeting was held on January 22, 2010 at the ATS auditorium. President Durden briefed the campus community on the status of the college and challenges it faces in light of the current state of the economy. He presented information on how the college has been dealing with these issues and how it intends to deal with the challenges of the future. President Durden also thanked all employees for their hard work and commitment.

Other presenters included Stephanie Balmer, vice president of enrollment and communications and dean of admissions, Ken Shultes, interim vice president of campus operations, Lee Tankle ’10, student senate president, and Kelly Winters-Fazio, senior academic coordinator in the English department.

You may review the information presented and accompanying slides on the Dickinson Web site.



TECH Tip:

Aa

Capital Letters

Imagine you have to edit an entire paragraph that is in all capital letters! Select the words, hold the Shift key down & hit the F3 key. Try it three times to see the differences.

It will change the words to all capitals, no capitals letters or first letter capitals on each word. If you have a period at the end of a sentence it will correct it for you. Select two words, like Dickinson College or type a sentence in all capital letters. Give it a try & save time with this tip.



Take a Vacation! Use the Power of Your Mind to Reduce Stress and Build Family Togetherness

So, the holidays are over, the kids are back to school, and our lives as parents can return to a state of stress-free bliss, right? Wrong. We find ourselves right back in the whirlwind of work, carpools, homework, music lessons, team practice, orthodontist appointments, deadlines, laundry, groceries, lunches, school obligations, bedtime routines, meal preparations, the occasional sick child – who will stay home with her this time? – and, oh yes, sleep deprivation. We've made and broken our New Year resolutions to be more organized, more patient, more this and more that more times than we can remember. We are right back to feeling overworked, underappreciated, and above all GUILTY.

I remember those years of feeling guilty at work because of what I was not doing at home, and feeling guilty at home because of what I was not accomplishing at work, and feeling guilty all the time because I was never able to follow those “ten tips for the busy parent” that always seem to be cropping up in some parenting magazine or other. AAARRGGHHH! Just thinking about those days puts me in need of a vacation...

Do you remember that commercial where a woman takes a bath full of aromatic bath salts, cries “Calgon, take me away!” and is transported into a magical guilt-free world of peace and rejuvenation? When there are too few hours in the day, and too many half-met responsibilities, we need that world of magic. And the good news is, we can create that magic for ourselves with a little imagination and creativity, and a willingness to experiment with the power of our own thoughts.

Somewhere along the line, you have probably heard about “meditation,” “mindfulness,” or “guided imagery and visualization.” All of these contemplative practices offer ways of defeating the whirlwind of guilty, anxious thoughts in our minds, and opening the door for more calm and peaceful experiences in our lives. As we learn to calm our thoughts, we grow a sense of well-being and acceptance inside us that lends us perspective on our busy lives, and paves the way for deeper and more fulfilling relationships with those we love.

To begin, we recognize that there is no one “right” way to pursue these practices, and that we are not striving towards mastery of techniques, but only towards a practice that will bring increasing moments of peace and satisfaction in our busy lives.

So what about that imaginary magical vacation we all need so much? And when can we possibly find time to try out meditation, or mindfulness, or guided imagery in our already chaotic lives? These practices do not require great amounts of time, nor do they require special equipment or preparation. I invite you, over the next few days, to spend some time experimenting with the power of your mind while you are waiting for the kids at their lessons or practices, or waiting for the pasta water to boil, or waiting in line at the copy machine. The practice called guided imagery or visualization is a good place to start. While there are all types of “scripts” for guided imagery in books, on CD's and on the web, you can take yourself on a guided imagery vacation simply by getting yourself in a comfortable position, perhaps putting on some soft, soothing music, and closing your eyes.

Take three long, slow, deep breaths, feel your muscles relax, and your heart and breathing slow. Continue to breathe slowly and deeply as you focus your mind first on your body, locating areas of tightness and deliberately tensing and releasing the muscles in that area. Next, create a picture in your mind of a place you have been, or one you would like to visit, where you feel completely safe and relaxed—stress and anxiety free. Visit this place using all of your senses, and naming the sensations to yourself. First, see the colors, shapes and textures in your mind, focusing on the visual details. Next, listen carefully for the sounds in your imagination—if at the beach, the rhythmic crash and swish of the waves, the call of the seagulls, the joyful sounds of children playing. Feel the warmth of the sun on your skin, or the cooling soothing flow of stream water over your toes, or the softness of the wind on your cheek as the grass tickles the backs of your bare legs. Smell the smells of salt air, of spring freshness, of popcorn, or of whatever else evokes a clear and vivid image of this place in your mind. Spend as much time in this place as you can, as often as you can.

If you have trouble remembering, or imagining, such a stress-free place, take some time “planning” your vacation. Go online, or to a travel agency, or in the pages of an adventure or travel magazine, and find pictures and brochures and details of a “perfect” vacation. Gather notes and images into a folder or notebook and refer to it whenever you want to take yourself to your special, magical place. With practice and repetition, you are likely to come back refreshed and ready to tackle that next challenge. And maybe you will even be able to actually take a real live vacation with your family in that special place...some day.

In the meantime, why not try sharing guided imagery and visualization practice with your kids, your partner, your entire family? This is a great way to find the time for your mini-vacation even as you play with the kids, and a way to feel closer as a family. You can even use this idea to wind the kids down before bedtime, or to stave off boredom on a long car ride. Again, there are guided imagery scripts you can read to your kids, and CD's you can play for them, but you can also make up your own adventures that you take together. Invite your kids to take those three long deep breaths, close their eyes and make themselves comfortable. Suggest that you all go on an imaginary vacation together. Invite someone to suggest a place, then take turns describing the sights, sounds, smells, textures, and sensations of this special place. Invite the kids to spend some quiet time in this place, and then to share their adventures with the whole family.

Experiment with these ideas, be playful and inventive in your choices of place, and find interludes of relaxation and enjoyment, alone and with your kids, as you use your imagination and your creativity to invite moments of peace into your chaotic lives.

References for Additional Exploration:

- Casarjian, B.E., & Dillon, D.H. (2006). *Mommy Mantras: Affirmations and Insights to Keep You from Losing Your Mind*. New York: Random House, Inc.
- Doe, M. *Spiritual Parenting*: www.SpiritualParenting.com
- Doe, M. (2001). *Busy But Balanced: Practical and Inspirational Ways to Create a Calmer, Closer Family*. New York: St. Martin's Press.
- Kabat-Zinn, M. & Kabat-Zinn, J. *Everyday Blessings: The Inner Work of Mindful Parenting*. New York: Hyperion
- Roy, D. (2007). *Momfulness: Mothering with Mindfulness, Compassion, and Grace*. San Francisco: Jossey-Bass.
- Tiemann, A. *Mojo Mom*: www.MojoMom.com

And for the Kids:

- Allen, J.S. & Klein, R.J. (1996). *Ready, Set, Relax: A Research-Based Program of Relaxation, Learning and Self-Esteem for Children*. Watertown, WI: Inner Coaching.
- Sister Susan & Thich Nhat Hanh. (2001). *Each Breath a Smile*. Berkeley: Plum Blossom Books
- Thich Nhat Hanh. (2001). *A Pebble for your Pocket*. Berkeley: Plum Blossom Books.
- Thich Nhat Hanh. (2002). *Under the Rose Apple Tree*. Berkeley: Parallax Press.

Lisa Bechtel is a Licensed Professional Counselor and Registered Play Therapist Supervisor practicing with Franco Psychological Associates, PC, providers of Dickinson College's Employee Assistance Program.

Upcoming Professional Development and Wellness Events

For detailed information about any of these programs, go to the Events Registration System in the CLIQ application via the employee Gateway (<http://gateway.dickinson.edu>), e-mail us at devwell@dickinson.edu, or call ext. 1503 or ext. 8084.

Financial Wellness: Budgeting for Today

Presented by Jeri Mulholland of M&T Bank
Wednesday, February 10

Stern Center, Room 102 | Noon to 1 p.m.

Please plan to attend this free Financial Wellness session for information on personal budgeting; gaining a basic understanding of how to save money; planning for the future; and saving for retirement.

Tai Chi

Instructor: Juli McGreevy

Mondays, beginning February 15 through April 12*
Memorial Hall, Old West | Noon to 1 p.m.

Tai Chi is a martial art and a healing art. For those who are fit and athletic, practicing tai chi can be as challenging as you choose to make it, yet also gentle enough to be practiced by older adults and those recovering from physical illness and injury. Those who practice tai chi often benefit from improved balance and coordination and better resistance to illness. Fee: \$40.00

**No session on Monday, March 15.*

Qigong

Instructor: Diane Bowers

Tuesdays, beginning February 16 through April 13*
Memorial Hall, Old West | Noon to 1 p.m.

Qigong (also known as chi gong), a 3,000-year-old discipline from China, is 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. 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: \$40.00

**No session on Tuesday, March 16.*

Fostering a Non-Discriminatory Work Environment

Presented by Steve Riccio

Dickinson College is committed to providing a supportive working environment for all employees. As part of our efforts and commitment, we ask for your attendance at an upcoming workshop entitled, *Fostering a Non-Discriminatory Work Environment*. Beyond sexual harassment, there are potential areas for workplace harassment and discrimination based on race, gender, color, disability, age, national origin, religion, sexual orientation, and other legally protected traits. This workshop will help participants recognize potentially problematic behaviors and provide practical ways to address and prevent workplace harassment.

Non-Supervisory Session:

Wednesday, February 17

Stern Center, room 102 | 2 to 3 p.m.

Supervisory/Administrative/Faculty Session:

Thursday, February 18

Stern Center, room 102 | 9 to 10:30 a.m.

Inside Dickinson: Campus Life

Presented by the staff of Student Development
Monday, February 22

HUB, Social Hall East | Noon to 1 p.m.

Campus Life: Myth or Fact...What happened to Res Life? Where did Student Activities go? Who runs Orientation? These questions and more will be answered in an overview of the new Office of Campus Life within the Division of Student Development. You will be asking yourself throughout the presentation; "did that really happen?" in our game modeled after the hit TV show *Myth Busters*. Hear tales from working within the Office of Campus Life to determine whether our stories are fact, plausible or busted. Within this presentation you will learn the structure of the office, meet the staff, and understand our general mission and philosophy when working with students.

Osteoporosis Screening

Prevention Health Screenings

Tuesday, February 23

HUB side rooms 201-202 | 10 a.m. to 2 p.m.

Low bone mass is a serious

health problem in the

United States. It

affects approxi-

mately 28

million people

over the age of

45, resulting in

more than 1.5

million fractures

each year. A five

minute bone density

screening uses safe,

"state-of-the-art" equipment to

measure the heel bone for low bone density.

This test involves placing your heel in a bone

densitometer which will determine your risk for

bone diminishment. This **FREE** test is very

accurate and is FDA approved.



Vocal Health: Tips For Talking

Presented by Lynn Holding

Tuesday, February 23

Stern Center, room 102 | Noon to 1 p.m.

For an estimated 10 million workers in the U.S., their voice is their primary tool of trade. Occupational voice users (teachers, receptionists, recruiters, counselors and coaches) find it challenging or even impossible to do their jobs when they become vocally disabled. Law enforcement and air traffic control professionals may compromise public safety when suffering even a single bout of laryngitis. Researchers at the National Center for Voice and Speech (NCVS) in Denver, CO are conducting the first NIH-supported studies on occupational voice disorders based on the underlying hypothesis is that there is a limited vibration "dose" that vocal fold tissues can withstand. This session will include points on the most common voice disorders, their causes and prevention.

Playful Approaches to Managing Stress in Family Life

Presented by Lisa J. Bechtel, LPC, RPT-S
Franco Psychological Associates, P.C.

Wednesdays March 3, 17, 31 (Stern 102), and
Wednesday April 7 (HUB side rooms 205-206)

Noon to 1 p.m.

Play is the natural language of childhood. Children learn about relationships and responsibilities through playing with each other and with their families. As we grow into adults and shoulder adult responsibilities, we sometimes forget the importance of play, and even how to engage in play with our children. This series of four sessions is designed for those who are parenting and working outside the home. Sessions will focus on creatively and playfully managing individual and family stress and building closer relationships within the family. Come to learn, build support networks, and play!

CPR/First Aid/AED Certification and Recertification*

Instructor: Officer Marcy Wolf

Monday, March 15

DPS Conference Room, Kaufman Bldg.

8 a.m. to 5 p.m. for Certification

8 a.m. to noon for Recertification*

Training and certification in CPR 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 for a potentially life-threatening situation. This course provides training and an overview of the CPR/First Aid/AED skills and information, followed by a skills demonstration test and a written exam. Space is limited, and pre-registration is requested by Monday, March 8.

Free to employees!

**Requires a valid American Red Cross CPR certification card. Please contact us at devwell@dickinson.edu if you only require recertification and not the full-day session.*

Dancing at Dickinson

Instructor: Frank Hancock

Tuesdays, beginning March 9 through April 13*

HUB Social Hall**

Beginners: 6 to 7:15 p.m.

Intermediate/Advanced: 7:15-8:30 p.m.

Please come and enjoy learning one of the most fun forms of exercise – dancing! Frank Hancock's presentation of dance steps allows all participants to easily learn to Swing Dance/Foxtrot/Cha Cha/Tango and a few other dances as well. You may have seen some of Frank's students dancing at Winterfest 2010. The instructor makes this a fun and easy course, with outstanding results for anyone who participates. Individual-style instruction is offered in a group setting. Fee: \$60 per couple; a partner is required for participation in these lessons.

**Class does meet on Tuesday, March 16. There is one Thursday session on April 8.*

***Sessions on March 16 and March 23 meet at the Depot.*