

# Vitality

Dickinson

HUMAN RESOURCE SERVICES

May 2019  
Volume XIII | Issue 9

## Building Community Initiative

## National Mental Health Awareness Month

Do you know how to respond if someone opens up to you and states that they're not okay? What do you do and how do you respond? Consider taking the "awkward" out of conversations about mental health with Mental Health First Aid. The National Council For Behavioral Health offers training for Mental Health First Aid designed for emergency services personnel, police officers, teachers/school administrators, primary care professionals, students, and others with the goal of improving Americans' mental health, reducing stigma around mental illness, and helping people who may be at risk of suicide or self-harm and referring them to appropriate treatment. Studies have shown that Mental Health First Aid successfully increases help provided to others and guidance to professional help and improves concordance with health professionals about treatment. Mental Health First Aid is an 8-hour course that teaches you how to help someone who is developing a mental health problem or experiencing a mental health crisis. The training helps you identify, understand, and respond to signs of mental illnesses and substance use disorders.

According to the National Council for Behavioral Health, the Mental Health First Aid Act of 2015 (S. 711/H.R. 1877) authorizes \$20 million in funding for Mental Health First Aid for participants to be trained in:

- Recognizing the symptoms of common mental illnesses and substance use disorders.
- De-escalating crisis situations safely.
- Initiating timely referral to mental health and substance abuse resources available in the community.

For more information, visit the National Council for Behavioral Health online to learn how you can become certified in Mental Health First Aid or enhance your knowledge and understanding overall.

### RESOURCES:

- The National Council for Behavioral Health: [www.thenationalcouncil.org](http://www.thenationalcouncil.org)
- Mental Health First Aid training: <https://csgonline.org/programs-services/mental-health-first-aid-training>
- Mental Health First Aid at Work: [www.mentalhealthfirstaid.org/wp-content/uploads/2017/04/MENTAL-HEALTH-FIRST-AID-AT-WORK.png](http://www.mentalhealthfirstaid.org/wp-content/uploads/2017/04/MENTAL-HEALTH-FIRST-AID-AT-WORK.png)

## Improve Your Well-Being at Work—Helpful Tips from HealthAdvocate

Work is necessary for most Americans, but sometimes your job may take a toll on your physical and mental health. Nevertheless, it is possible to improve your well-being at work. [Click here to learn more.](#)

Source: HealthAdvocate

## BUILDING COMMUNITY CELEBRATION

FRIDAY, MAY 31 | 2-4 P.M. | BRITTON PLAZA  
(RAIN LOCATION: HUB SOCIAL HALL)

*Please plan on joining your colleagues from across campus as we celebrate the end of the spring semester together on Britton Plaza.*

This community celebration will allow us 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, 2019. Honoree invitations will be sent to those celebrating a five-year increment anniversary. In addition, we will reveal who has won the coveted Golden Sneaker Trophy from the annual Spring into Fitness Challenge for 2019. Winners of the divisional and mini-team challenges will be presented along with individual participant awards.

[CLICK HERE TO RSVP!](#)

## New Hires

### APRIL

Alexandra Fiorini, *Bookstore*

Katie Geraghty, *Dining Services*

James Jackson, *Facilities Management*

Scott Knapp, *Athletics*

Kayla Kuhn, *Facilities Management*

John Price, *Dining Services*

James Reid, *Dining Services*

Zachary Zimmerman, *Facilities Management*

### RETIREMENT

We wish *Georgios Koutsokostas* well as he retired from Dickinson after 10 years with Dining Services.



## BENEFITS & WELLNESS FAIR QUESTIONNAIRE

Please scan the QR code to complete a brief survey or [click here](#).

# Retirement Planning Sessions

## TIAA INDIVIDUAL COUNSELING SESSIONS

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

- **TUES., MAY 7** HUB side room 203

To schedule a personal meeting with TIAA, please visit [www.tiaa.org/moc](http://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 date listed above.

## MAY 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. Several webinars are available from May 2 through May 21. All employees are welcome to attend and can register at [TIAA.org/webinars](http://TIAA.org/webinars).

[Click here to View available Webinars](#)

- **TUES., MAY 14** noon–1 p.m. [UNDERSTANDING MEDICARE](#)

If you are not a TIAA account holder, you may register as a guest-user to view these webinars online.

## GET THE MOST OUT OF YOUR BENEFITS!



### Reliance Standard

Did you know that all active eligible full-time employees on the Life/AD&D/LTD plan offered by Reliance Standard have access to the following programs:

- ID Theft Restoration and Credit Monitoring
- Travel Assistance Program
- Bereavement Support Services
- Employee Assistance Program (EAP) and Work Life Services
  - Comprehensive EAP Benefits
  - EAP Legal and Financial Services & Resources
  - EAP Mobile App
  - EAP Wallet Card

[Click here](#) to learn more and to enroll in any of the above programs.

### Open Enrollment

The annual open enrollment period will be held from Wednesday, May 1 through Friday, May 31. 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 Sunday, September 15, 2019.*

### Aetna Individual Consultations

Aetna Representative: Jean Enders

Tuesday, May 14 | HUB Mary Dickinson Room  
12:30–4:30 p.m. *walk-in or by appointment*

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](http://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](#).

## SEVERE WEATHER HAZARDS

Daniel Berndt, Environmental Health Safety

As we put away the shovels, bring out the summer clothes and open the windows to let the fresh air into our homes, we welcome spring once again! However, spring can also mean severe weather for the Mid-Atlantic region.

It is important to take severe weather seriously by preparing for it now, before it happens. *Severe weather can include any of the following:*

- Heavy Rain/Flooding
- Thunderstorms
- Tornadoes
- Hurricanes

According to the National Weather Service, “Severe weather in the United States causes numerous deaths and injuries

and billions of dollars of damage. In a typical year, more than 1,200 tornadoes occur throughout the United States (16 in Pennsylvania) and nearly 12,000 reports of wind and hail are received from local law enforcement and the public.”

There are some steps you can take now to be more prepared in the event of severe weather:

- **Check your Red Alert status.** The college uses Red Alert to disseminate emergency information including severe weather alerts such as severe thunderstorm and tornado warnings that affect the college. All faculty, students, and staff are automatically enrolled with their Dickinson emails; however, to ensure you receive these timely alerts, we highly recommend adding other contact paths such as your cellphone, office phone, and more.
- **Pay attention to changing conditions.** When “Thunder Roars, Go Indoors” experts say. Recognizing when the environment around you begins changing is the first step to safety. Keep any eye on the sky for dark clouds, or other ominous signs and be prepared to act.
- **Have a plan.** Know where you can seek shelter from the elements. If needed, interior rooms away from windows with doors that shut and lock make for great shelter in-place locations. You can identify your building’s severe weather shelter in-place location via the Quick Reference Guides posted by the fire alarm pull stations in every building.

For more information on severe weather safety, head to [Ready.gov](https://www.ready.gov) or [Weather.gov/safety](https://www.weather.gov/safety).



## Multi-Factor Authentication is HERE

Andrew Connell, User Services

Employees: The students are all in MFA – now you’re up! Self-Enrollment Ends TUESDAY, SEPTEMBER 17. While that sounds like a nice long time, the sooner the better since MFA helps protect your account from malicious use!

Self-enroll in MFA at [www.dickinson.edu/mfa](https://www.dickinson.edu/mfa) TODAY!

### WE ARE HERE TO HELP!

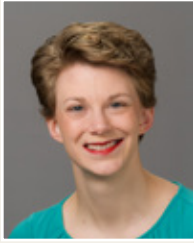
The following open help sessions will be held in the HUB Social Hall West between June and September—feel free to stop by for assistance in setting up MFA on your account.

- WEDNESDAY, JUNE 19 11 A.M.–NOON
- TUESDAY, JULY 23 11 A.M.–NOON
- TUESDAY, AUGUST 6 11 A.M.–NOON
- FRIDAY, SEPTEMBER 6 11 A.M.–1 P.M.
- THURSDAY, SEPTEMBER 12 11 A.M.–1 P.M.

Naturally, you may always contact the Help Desk for assistance at any time.

For more information regarding MFA, feel free to view the [MFA Frequently Asked Questions \(FAQ\)](#) (this link does NOT require login)





## Eating Out: A Date with Wellness

Courtney Hager, Registered Dietitian

Spring break trips and summer vacations are right around the corner. How can we eat out without ruining all nutrition progress? To do this, we must identify what your health goals are. Very serious diet related health concerns like diabetes and renal disease require close monitoring of the diet while general preventative nutrition and control of weight, blood pressure, and mental health related diets may be a little more flexible. Here are a few tips to eat out keeping your plate in shape.

First, choose your restaurant wisely. Take your date, family, or friend group to a dining location with foods that you know align with your goals and find places that are flexible. For example, if you know there is a restaurant that does not allow for substitutions and has a limited menu, that might not be the best choice for you.

Choose meals that resemble the food groups and macronutrients that you strive to follow at home. A plate of pasta does not necessarily meet our nutrient needs as it may lack in protein. Similarly, a chicken salad may have your meat (protein) food group and veggies but are you missing out on carbs or starches? The general recommendations for a balanced plate include about a quarter of your plate from starches like potatoes, whole grains, or beans, a quarter of your plate from meat/protein or a protein substitute like tofu and half from fruits and veggies. It is ok to ask for substitutions to make your meal fit your needs!

Prepare yourself to enjoy! Sometimes when we know we are going out for a special meal we limit what we eat the rest of the day to “make room”. I challenge you to eat a balanced day of meals and snacks so that when you get to the restaurant you have a clear brain and can make healthy choices without your excess hunger yelling in your ear to make a regrettable choice. Once your meal is served, take your time! Eat slowly. The key to enjoying a special meal or food is to use all your senses: see it, smell it, taste it, feel it on your tongue. Maybe you can even hear it: Sizzle! Crunch! When we’re overly hungry or excitedly talking to friends we sometimes forget to recognize the experience.

Stop when you are full. It is ok to stop eating if there is still food on the plate. Over-eating makes us feel uncomfortable and may prevent us from enjoying the rest of the evening followed by a good night of sleep. Bring the leftovers home or just make a mental note for next time to ask for a smaller portion of your favorite meal!

Don’t get off track! Even if you make “fun” choices rather than balanced choices, get back on track the next time you eat. Don’t skip your next planned meal or snack, this just throws you into a cycle of off-track eating. Dining out is a fun way to enjoy new flavors, experiences with friends or family, and treating yourself to something you wouldn’t cook for yourself. Keep these tips in mind and even your date with wellness can turn into a long term relationship with health!

## National Bike to Work Day

Friday, May 17 is National Bike to Work Day. If you participate, take a picture and tag #dsonbiking.

Remember to practice good biking skills:

- Wear your helmet
- Properly lock your bike
- Stop at stop signs
- Get your bike tuned up at the Handlebar
- Use bike lights when riding after dark



## BIKING@DICKINSON SURVEY

Please help the Handlebar in celebrating Dickinson’s FAS bike commuters by clicking the form link to answer this survey question: Do you bike to work? If you are a commuter and are open to having a photo taken for us to highlight you, please email [biking@dickinson.edu](mailto:biking@dickinson.edu)—thank you!



## TAKE ME OUT TO THE BALL GAME!

It’s Dickinson College Days with the Harrisburg Senators. Ticket prices are out of the park—**ranging from \$5-\$7!** Enjoy an afternoon with friends and family at the City Island/ First National Bank Field. Discounted tickets are available to Dickinson employees and their families by visiting the [Harrisburg Senators special ticket pricing page](#). Below is a schedule of Dickinson College Days:

- **SUNDAY, JUNE 16**  
1 P.M., VS READING FIGHTIN PHILS
- **SUNDAY, SEPTEMBER 1**  
1 P.M., VS ALTOONA CURVE



# Dickinson



United Way of Carlisle & Cumberland County

## U-Turn 2019

Donate your unwanted items to support sustainability and the Carlisle community!

Don't have your own yard sale—just donate to support United Way through the U-Turn Program partnership with Dickinson. Faculty and staff must drop off your items at the designated U-Turn trailers when staff is there to accept items. **NO PICKUPS AVAILABLE.**

**Accepted items:** clothing, children's toys, shoes, kitchen/bed/bath items, rugs, lamps, fans, furniture, sporting goods, small appliances (working) etc. Clean and usable items that could be resold at a yard sale.

### DICKINSON FACULTY & STAFF COLLECTION DAYS

Goodyear Side Lot | noon–4 p.m.

- WEDNESDAY, MAY 8
- THURSDAY, MAY 16
- SATURDAY, MAY 11
- FRIDAY, MAY 17

## Professional Development & Wellness Events

### Personal Trainer Now Available in Fitness Center!

**PERSONAL TRAINER PADRAIC WOOD** will soon offer his services to the Dickinson College community in the Kline Fitness Center. Padraic offers a very competitive rate for his personal training services to the Dickinson community. He will be in the Fitness Center to meet and discuss how he can assist you in reaching your fitness goals on the following dates from 10 a.m.–noon:

- TUES., MAY 7
- WED., MAY 8
- MON., MAY 13

Contact Padraic at [coachpwood@gmail.com](mailto:coachpwood@gmail.com) for more information!

### NOMINATE A BOOK FOR THE SPRING INTO THE SEMESTER COMMON READING PROGRAM

Have you read a great book that would be a rich source of discussion for the Dickinson community? Nominate it for the Dickinson College *Spring into the Semester* common reading program!

This program provides shared intellectual experiences, builds community, and encourages dialogue on timely issues. All Dickinson students, faculty, and staff will be invited to participate, as will local alumni. This annual event will take place on the first day of the Spring 2020 semester. A free copy of the selected book will be made available to a limited number of registrants.

**Please submit your book nomination, including your rationale for suggesting this book, via our online form (<https://libguides.dickinson.edu/commonreading>) by Friday, May 17, 2019.** If you have any questions or additional comments about the *Spring Into the Semester* program, please contact Donna Bickford ([bickford@dickinson.edu](mailto:bickford@dickinson.edu)) or Jessica Howard ([howardj@dickinson.edu](mailto:howardj@dickinson.edu)).

This program is sponsored by Academic Affairs, Human Resource Services, Student Life, and the Waidner-Spahr Library.

### Massage Therapy Day

Provided by therapists at Camille Baughman & Associates  
**Thursday, May 9**

**CHECK-IN: HUB Mary Dickinson Room, Private appointments HUB 201-204**

**BY APPOINTMENT ONLY**  
from 9 a.m.–5 p.m.

**LAST APPOINTMENT BEGINS**  
at 4:30 p.m.

**REGISTRATION IS LIMITED TO EMPLOYEES OF THE COLLEGE ONLY**

As the spring semester comes to a close, reward yourself by taking a few moments out of your day to participate in a relaxing table or chair massage. Enjoy the benefits of relieving stress, relaxing muscles, improving circulation, and better flexibility, while taking a healthy break from work! The 25-minute appointments have a \$35 fee due at check-in. Registration is limited to one appointment per employee.

Enroll and sign up now in **Totara** through the Gateway by searching for course name "massage".

# Professional Development & Wellness Events

## Free Squash Clinics for Employees

Instructors: Chris Fernandez, Head Squash Coach & President Margee Ensign

Friday, May 10

Meet at Juice Bar Lobby in the Kline Center  
noon–1:15 p.m.

Have you heard about Squash and never really had the chance to try it—or figure out what the strategy is for playing this internationally known and beloved sport?

What is Squash—and how is it different than Racquetball? According to the web, Squash was invented in 1830 by English school kids whereas Racquetball was created by an American in 1949 ([Source: Canadian Olympic Team Official Website](#)). Want to learn how to play Squash from our in-house experts at Dickinson? Join this free clinic day-of-fun for a chance to learn the game of squash and play with other beginners. The clinic is essentially a beginners introduction to the game. Participants should wear comfortable exercise clothing and bring along non-marking sneakers\*.

Excited to learn a new sport or improve your Squash skills? [Sign-up now](#) for this Physical Wellbeing session in Totara through the Gateway!

**\*VERY IMPORTANT DETAIL:** Do not walk outside with your non-marking sneakers prior to wearing them inside for the Squash Clinic to protect the surface of the Squash courts.

---

## Humor—It Does a Body Good

Presented by UPMC Pinnacle Carlisle

Wednesday, May 15

HUB Social Hall West | noon–1 p.m.

Humor and laughter are gifts we can give ourselves to help survive our challenging, stress-filled world. They play a vital role in living, learning, working and being healthy. This session explores the physical and emotional effects of humor and laughter and the impact on stress levels and health. Learn easy, fun-filled, practical tips for getting more "smileage" out of your life and work. Enroll in this Stress Management course and sign up now in [Totara](#) via the Gateway.

---

## Free Blood Pressure Screening

Monday, May 20

Mary Dickinson Room | noon–1 p.m.

Walk-ins expected—no appointment needed!

## Wellness@Dickinson Incentive Program— Select your incentives by May 30!

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 2018-2019, 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 [2018-2019 Wellness@Dickinson Reporting Form](#) by Thursday, May 30 to claim your Wellness@Dickinson incentives!

## Health Risk Assessments

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

Dickinson offers two, easily accessible, HRA survey tools through either [Aetna Navigator](#) or [Health Advocate](#) for full-time employees\*. 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.

\*Part-time employees can also complete a free, online health risk assessment. Send an email to [devwell@dickinson.edu](mailto:devwell@dickinson.edu) to request assistance.

## 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.

### OpenSesame

Are you interested in personal or professional growth? Dickinson employees now have access, via Totara, to on-line training programs through a subscription with OpenSesame offering a wide variety of topics & courses. For more information and to see a complete list of available courses, go to Totara via the Gateway, on the "Find Learning" tab search *OpenSesame*. Below are some highlights:

**INCLUSIVITY:** Improve Intercultural Interactions, Working Well with Everyone

**TECHNOLOGY:** Sharpen your skills in Microsoft applications

**SUPERVISORY:** Coaching Skills, Help Your Employees Use Their Time Wisely

**BUSINESS SKILLS:** Email & Phone Etiquette, Writing Skills, Customer Service

**FIRST AID:** Bites, Cuts & Scrapes

Human Resource Services and Library and Information Services have partnered to fund this learning opportunity. Dickinson is charged based on courses accessed; please review the course summary carefully to ensure the desired content prior to launching the course.

### Protecting Our Community

Thursday, May 16 | 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 three 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 two years (or complete two web-based modules).

**NONEXEMPT STAFF** 9–10 A.M.

**EXEMPT STAFF** 2–4 P.M.

Enroll and sign up now in Totara through the Gateway by searching for course name Protecting Our Community.

# Communication Links, Announcements & Reminders

## PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF APRIL

Congratulations to Trudy Piper, *Registrar's Office*, for being the Physical Wellness incentive prize winner for the month of April 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 email to [devwell@dickinson.edu](mailto: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

Professional Development and Wellness

PO BOX 1773 | CARLISLE, PA 17013-2896  
717-254-8084 | [devwell@dickinson.edu](mailto:devwell@dickinson.edu)