

Vitality

Dickinson

HUMAN RESOURCE SERVICES

August 2019
Volume XIV | Issue 1

Building Community Initiative National Wellness Month

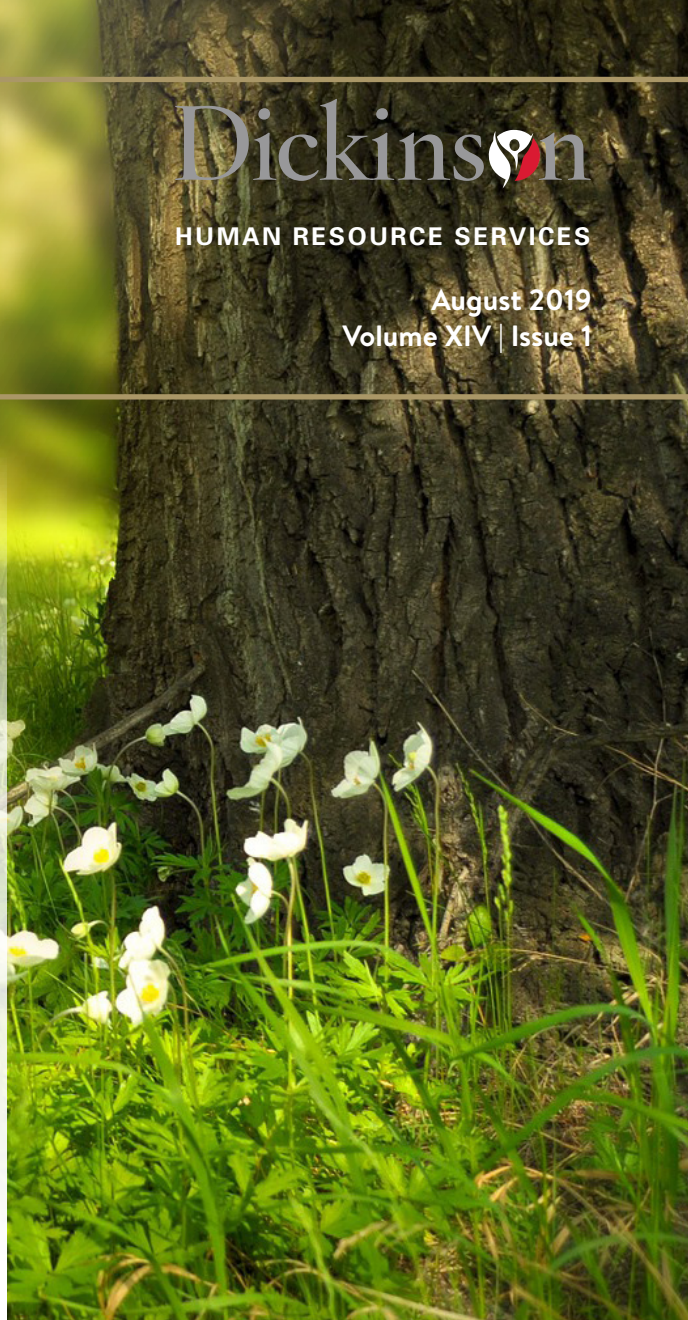
August is National Wellness Month. Did you make a New Year's resolution to take care of yourself by managing stress or developing a healthy habit? Why not make August the time to reevaluate that promise you made for self-care? Whether it is eating well, increasing physical activity or making time for some R & R, Wellness Month is the perfect time to get back on track or find something new to keep you motivated.

Join the WellnessWaterWorks Challenge or sign-up for some special course offerings shared in this issue of Vitality. There are many other events happening leading up to the fall semester. Check out the Community and Wellness sections to learn more and sign up!

2019 Summer WellnessWater Works Challenge

We ended the 2019 Spring Into Fitness Challenge and celebrated with an Ice Cream Social back on Friday, May 31. Since then, some have taken summer vacations and relaxed a bit, while many others have been very busy with student/alumni visits, program planning for the upcoming year and/or completing various projects during these warm summer months. This Summer Fitness Challenge is a reminder to take a break from the hustle and bustle of summer programs and planning, and to take care of your own wellbeing!

Beginning July 15 through August 31, we are offering a fun, summer fitness challenge to all Dickinsonians who wish to participate. During these seven weeks, we are asking you to try this Summer WellnessWaterWorks Challenge—just for fun...and maybe a few prizes or surprises! We hope to show Dickinsonians having some fun by snapping and sharing "Flat Stanley" style photos of Wellness@Dickinson Water Bottles (filled with water of course) as we, as a community, enjoy the summer months both near and far around the globe. Our challenge for the summer – enjoy the sun and fun - but also encourage a healthy habit...drinking more water (goal = 64 ounces of water a day) to promote wellbeing! *Scan the QR code to register for the Summer WellnessWaterWorks Challenge and get started now!*



Track your water consumption and report your progress weekly by no later than September 7 to be included in the random prize drawing for this Challenge. Scan this QR Code to access the online reporting form to report your progress.



Summer Picnic 2019

THURSDAY, AUGUST 8 | MORGAN FIELD | 4:30-7 P.M.
(rain location: HUB)

All faculty, staff, retirees and their families are invited to our Summer Picnic! The fun begins at 4:30 with children's activities, bingo, a dunk tank and reserved parking spot raffle fundraiser to benefit United Way. The picnic style menu will be served until 6:30 p.m. and desserts will be available until 7 p.m.

REGISTER ONLINE:

www.dickinson.edu/SummerPicnicRSVP

OR EMAIL:

HREvents@dickinson.edu or call 717-245-1503.

PLEASE RSVP BY THURSDAY, AUGUST 1.

DRUG FREE WORKPLACE

PRESENTED BY GINA RIORDAN,
DRUG FREE WORKPLACE PA & FAMILY EDUCATION
TUESDAY, AUGUST 13
ALTHOUSE 106 | 11 A.M.–NOON

Substance use and abuse can happen to anyone—do you know and recognize the signs? Would you see and understand what was happening if a loved one or friend was having trouble? Attend this workshop to better identify, comprehend and handle situations at home or at work by learning about this troubling reality for our community. Information and resources are available — Knowledge is power! Enroll and sign-up in [Totara](#) through the Gateway. Search for key words: **drug free**.

Charter Day: Celebrating Philanthropy Past & Present

MONDAY, SEPTEMBER 9 (Raindate: Tuesday, September 10)

THE JOHN DICKINSON CAMPUS | ACADEMIC QUAD (Rain location HUB) | 4:45–7:30 P.M.

The annual Charter Day picnic gathers our faculty, staff and students to commemorate the signing of the college's charter in 1783 and celebrate our rich history of philanthropy at Dickinson. Join the Office of Engagement & The Dickinson Fund for food and fun. Attention faculty and staff Dickinson Fund donors: Be sure to wear the "Proud Dickinson Donor" button that you received via campus mail! To make a one-time or recurring gift, or for information about giving by payroll deduction, visit www.dickinson.edu/gift.

NEW HIRES & RETIREMENTS

MAY

Nadia Alahmed, *Africana Studies*
Stephen Moul, *Financial Operations*
Emma Weaver, *Organic Farm*

JUNE

Karin Carthins, *Trout Gallery*
Russell Cramer, *Public Safety*
Abraham De La Rosa, *Forum on Education Abroad*
Kamille Kulawiecz, *Children's Center*
Dakota Pentz, *Athletics*

JULY

Behzod Ahundjanov, *Economics*
Miranda Bobrowski, *Psychology*
Jennifer Clough, *Career Center*
Jeremy Crumlich, *Facilities Management*
McKen'Z Einstein, *Dining Services*
Isaac Fackler, *Dining Services*

Azriel Gryzman, *Psychology*
Song Han, *History*
Isaac Hardy, *Dining Services*
Ian Hedrick, *Dining Services*
Burleigh Hendrickson, *French*
Rachel Jacobs, *Political Science*
Annette Jones, *Dining Services*
Grace Larson, *Psychology*
James Lewis, *Dining Services*
Patricia McGuire, *Dining Services*
Karie Miller, *Theatre & Dance*
Tony Pomales, *Anthropology*
Keyana Pugh, *Center for Global Study & Engagement*
Cade Reichart, *Dining Services*
Joseph Riddle, *Public Safety*
Kara Riesing, *Economics*
Leslie Shenk, *Dining Services*
Hilary Truchan, *Biology*
Jessica Vooris, *Women's Gender & Sexuality Studies*
Marley Weiner, *Asbell Center*

Thomas Wilson, *Facilities Management*
Effie Yin, *Art & Art History*

We wish the following employees well as they transition into retirement:

Mara Donaldson, *Religion*
Kirk Doran, *Library Services*
Kjell Enge, *Anthropology*
Ann Hill, *Anthropology*
Stephanie Keifer, *Trout Gallery*
Rosalie Lehman, *Trout Gallery*
David Nelson, *Bookstore*
Etsuko Nichols, *East Asia Studies*
Sharon O'Brien, *American Studies*
Brian Pedersen, *Environmental Studies*
Bob Penner, *Athletics*
Ted Pulcini, *Religion*
Sandy Quickel, *Facilities Management*
Philip Shevlin, *Kline Center*
Doug Stuart, *Political Science*
Steve Weinberger, *History*

Vision Insurance

Vision benefits are available through Vision Benefits of America (VBA). The plan offers reduced cost vision services for exams, glasses or contact lenses. While the highest level of coverage is provided when using the in-network providers, some coverage is provided when using non-network providers. Unlike the medical and dental plans, you must sign up for a 2-year period.

HOW TO USE YOUR VBA VISION BENEFITS

- VBA does **NOT** issue vision insurance membership cards
- Go to the [VBA member site](#)—log in to your account to access your benefit eligibility for services, find a participating doctor, view your claims history, and more.
- [VBA Plan Summary](#)—effective July 1, 2018
- When using a VBA participating provider—schedule an appointment and tell your doctor you have a VBA Vision Plan and your providers office will handle the rest.
- When using a non-participating provider—you'll need to pay the provider in full for all services and products, then complete the [Out-Of-Network Reimbursement Form](#) and sent it to VBA with all itemized receipts for processing of any eligible reimbursement to you.

Contact VBA Member Services at 1-800-432-4966 for further assistance.

DID YOU KNOW VBA HAS ADDITIONAL PARTNER DISCOUNT PROGRAMS?

Click on the links below to learn more about TLC Laser Eye Centers, Qualsight Lasik and Beltone Hearing Care.

[Vision Benefits of America](#) partners with [TLC](#) and [QualSight LASIK](#) for savings on laser vision correction as well as Beltone for a Hearing Care Discount Program.

- [TLC Laser Eye Centers](#)
- [QualSight LASIK](#)
- [Beltone](#) Hearing Care Discount Program

AETNA INDIVIDUAL CONSULTATIONS

Aetna Representative: Jean Enders

TUESDAY, AUGUST 6

HUB Mary Dickinson Room

noon–4 p.m., walk-in or by appointment

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 and resource tools. To schedule an appointment with Aetna, please register through Totara through the [Aetna Medical Consumerism course](#).

AUGUST 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 August 13 through August 19. All employees are welcome to attend and can register at TIAA.org/webinars.

- **AUGUST 13, NOON–1 P.M.**
Special Topic Series 2: All About IRAs
- **AUGUST 13, 3–4 P.M.**
Halfway There: A Retirement Checkpoint
- **AUGUST 14, NOON–1 P.M.**
Lifetime Income: Market-Proof Your Retirement
- **AUGUST 14, 3–4 P.M.**
Postcards from the Future: A Women's Guide to Saving and Investing
- **AUGUST 15, NOON–1 P.M.**
Special Topic Series 2: Demystifying Life Insurance
- **AUGUST 15, 3–4 P.M.**
Special Topic Series 2: Strategies for Staying on Track
- **AUGUST 19, 3–4 P.M.**
Within Reach: Transitioning from Career to Retirement

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

RETIREMENT PLANNING SESSION

MONDAY, SEPTEMBER 9

One-hour sessions from 8 a.m–5 p.m. | HUB Side Room 201

A TIAA representative is on-campus several times throughout the year. To schedule a personal meeting with TIAA, please visit www.tiaa.org/moc or call 1-800-842-2010.

Community Programs & Events

Join the Carlisle Young Professionals Group

Carlisle Young Professionals (CYP) was founded in 2011 to provide opportunities for social engagement, community service and leadership development for young professionals in the Carlisle region. They hold numerous events each month ranging from networking happy hours, sports leagues, community service projects and professional development events.

CYP members come from all different professions and backgrounds. Some have always lived in the area; others have recently moved here from across the country or abroad. What unites them is that they live, work and socialize in the Carlisle area, and they want to make the Carlisle community even better. There is no age restriction for membership, however, board members must be under the age of 40.

Dickinson College will cover the fee for a small team of ten employees to join CYP. A “Welcome to CYP” social is being organized for the month of September. This is a first-come, first-serve opportunity. If you are interested in joining this group, please contact [Jennifer Love](mailto:Jennifer.Love@dickinson.edu), Assistant Chief of Staff. For more information about CYP, please visit their website at carlisleypp.org.



United Way of Carlisle & Cumberland County

Dickinson is a Pacesetter for the **United Way** of Carlisle & Cumberland Valley’s annual **campaign** once again this year. Our campaign will begin during the month of August and will wrap up in early September—to help set the

pace for the larger community’s fall campaign.

Our goal for this year’s campaign is \$40,000 and 15 percent participation by Dickinson employees. Because all fundraising costs are underwritten by Allen Distribution, Keen Transport, Hooke Hooke & Eckman, M&T Bank and proceeds from Dickinson’s U-Turn, **100 percent of your contribution goes directly to community programs** providing everything from educational opportunities for children to food for those who cannot afford it.

You will receive your 2019 Campaign Pledge form through campus mail soon. To support the campaign and help make a difference in Carlisle and throughout Cumberland County, please fill out the form and **make your donation by August 30**. If you would like to contribute directly to any of the **United Way funded agencies**, you can designate your contribution accordingly as part of your United Way gift.

Down on the Farm

SEED—SUSTAINABLE EARTH EDUCATION

The Dickinson College Farm invites your child’s group (i.e. class group, Girl or Boy Scout Troop, homeschooling group) to come to the Dickinson College Farm for a hands-on educational lesson. Our platform allows for single visits or series of lessons held at our 50-acre organic production and education farm. The SEED program offers customizable lessons based on a topic of your choice and variety of topics, from soil and decomposers to renewable energy to farm animal care and management. Groups of all ages are welcome!

Please contact the farm’s Education and Outreach Coordinator at farmcoordinator@dickinson.edu or 717-254-8046 if you are interested in scheduling a class. For more information, visit: dickinsonseed.weebly.com.

DICKINSON COLLEGE FARM VEGETABLE CO-OP SIGN UP OPPORTUNITIES

The summer season is in full swing at the College Farm with fall crops planted and growing strong! We invite Dickinson community members to consider joining the College Farm Vegetable Co-Op mid-season. Certified organic vegetable shares are now available at a pro-rated price exclusively for members of the Dickinson College community. There are still spots remaining for the rest of the vegetable season—don’t miss out!

For more information about the College Farm CSA program and to sign up please go to blogs.dickinson.edu/farm/csa

CAMPUS SUPPORTED AGRICULTURE (CSA) – DICKINSON COLLEGE ORGANIC FARM

In addition to access to certified organic vegetables, pastured eggs, and grass-fed meats the College Farm works hard to cultivate community through its Campus-Supported Agriculture (CSA) program. Members are invited to join in on the many social and educational events that take place year-round or to wander the fields with family and friends.

Professional Development & Wellness Events



WELLNESS@DICKINSON PROGRAM & FITNESS REIMBURSEMENT

Wellness programs offered for 2019-2020 begin the week of September 2-6, with fitness options collaboratively designed with the office of Student Leadership & Campus Engagement (SLCE) to allow the maximum possible wellness opportunities for the campus community. Cardio, Tone & Stretch, Pilates and Sports Yoga will return this year, along with a variety of other group fitness classes that can be found online on the SLCE [Group Fitness Classes webpage](#). The wellness information programs offered by our benefits vendors and other local healthcare professionals will continue to have registration online via Totara. Most of the programs offered will still be free to you, but some specific programs will have an associated fee to be paid by the employee participants.

Fitness Reimbursements

For FY2020, all full-time employees are eligible to have up to \$100 in fitness expenses reimbursed during the fiscal year (July 1 through June 30). Eligible expenses include monthly fitness center membership fees, group exercise class fees, weight management programs, and exercise equipment purchases. To request reimbursement, employees must submit receipts electronically by completing an online form by the deadlines listed below. (*Online Form link available soon.*)

- **JULY-SEPTEMBER: SEPTEMBER 15**
- **OCTOBER-DECEMBER: DECEMBER 15**
- **JANUARY-MARCH: MARCH 15**
- **APRIL-JUNE: JUNE 15**

Participants must submit a reimbursement request by June 15 of the current fiscal year.

Reimbursement of submitted expenses will be processed as they are received on a quarterly basis through Human Resource Services. Funding is limited to \$100 per full-time employee per fiscal year and requests will be reimbursed on a first-come, first-served basis until the budgeted funds are exhausted for the fiscal year.

PLEASE NOTE: The IRS considers incentive reimbursements, rewards, awards and gifts to employees as taxable income. Reimbursements will be processed through payroll and appropriate taxes will be withheld.

For questions or assistance with submitting the fitness reimbursement online form, please send an email to devwell@dickinson.edu or call 717-245-1503.

Carlisle UMedGym: UFirst Program for Employees

Dickinson College has teamed up with the Carlisle UMedGym to bring you a unique program called the U-First™. Working together with a dedicated team of medical exercise specialists, nutritionists, health coaches, and physical therapists, this program will help you improve your physical activity and nutrition, reduce stress and provide sustainable lifestyle changes over time. Dickinson College would like to invite you to participate in our 6-month lifestyle change program.

To qualify for this new wellness program option, employees must meet the following criteria:

Have a BMI of 30 or higher (Visit www.mayoclinic.org/bmi-calculator/itt-20084938 for a BMI calculator) AND

Have one or more of the following diagnosed health risk factors: Pre-Diabetes or Type 2 Diabetes, High Cholesterol (total cholesterol or LDL cholesterol), High Blood Pressure and/or Waist Circumference over 35" for women or 40" for men.

This special UMedGym program has limited space for new employee participants, who can begin in this 6-month program during the month of August. Please call ext. 8084 to learn more or send an email to devwell@dickinson.edu.

Mental Health First Aid

Presented by Lisa Basci, Community Services Group

Monday, August 12

Allison Hall Community Room | 8 a.m.–4 p.m.

Mental Health First Aid is an eight-hour training course designed to give members of the public key skills to help someone who is developing a mental health problem or experiencing a mental health crisis. Just as CPR training helps a layperson assist an individual following a heart attack, Mental Health First Aid training helps a layperson assist someone experiencing a mental health crisis. Attendees who complete the 8-hour program become certified Mental Health First Aiders. Space is limited. Enroll and sign-up in [Totara](#) through the Gateway. Search for key words: **mental health**.

Professional Development & Wellness Events

FALL SEMESTER FITNESS PROGRAMS—REGISTER NOW!

Register now in Totara for the free fall semester fitness programs that are part of the employee wellness program listed below:

- PILATES Mondays & Wednesdays; 4:30–5:30 p.m.; CPYB studio
- SPORTS YOGA Tuesdays; 4:30–5:30 p.m.; HUB Dance Studio
- CARDIO TONE & STRETCH Fridays; 12:15–1 p.m.; HUB Dance Studio

For questions or assistance with registrations, please send an email to devwell@dickinson.edu or call ext. 8084.

Blue Lotus Meditation

THURSDAYS

Blue Lotus Buddhist Temple & Meditation Center
51 N. Pitt Street
11:30 a.m.–12:30 p.m.

There are countless benefits derived from the practice of meditation: peace of mind, the powerful impact of practicing compassion towards oneself and others, stress reduction, and overall spiritual growth and well-being.

Dress comfortably. You can sit on a chair or bring a cushion if that's your preference. *Anyone can participate, no previous experience is required.*

There is no cost to attend meditation sessions, but donations are graciously welcome to support the charitable work of Bhante Soma. To find other class offerings, [visit their classes page](#).

Free Blood Pressure Screenings

MONDAYS—FALL SEMESTER 2019:

August 19, September 16, October 14,
November 18, December 16

Mary Dickinson Room | noon–1 p.m.

WALK-IN, NO APPOINTMENT NEEDED!

Weight Watchers On-site Meetings

12-WEEK SESSION: WEDNESDAYS

September 4–November 20
HUB side rooms 204-205
noon–1 p.m.

Weight Watchers program incorporates the best and the latest in nutritional science and research. It has been rigorously tested and reflects more than a decade of innovation that will now be presented to members as the best weight loss program possible to help motivate people to eat more healthfully and help them succeed at losing weight. The program provides the inspiration and tools needed to succeed in your journey to health and wellness. Register to attend the session(s) of your choice to learn more about the successful program and how this could help you on your way to a healthier you!

FEE: \$156.00 Enroll and sign-up now in Totara under the [Weight Watchers](#) course!

Protecting Our Community

Tuesday, August 27 | Stern Great Room

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:** 2:30–4:30 p.m.

Enroll and sign up now in [Totara](#) through the Gateway by searching for course name **Protecting Our Community**.

Management Development Program—Starting Friday, September 20

This program is comprised of eight modules, each a hands-on, instructional experience focused on relevant topics in the higher education environment. Participants must complete an application to participate. **The application process closes Friday, August 30.**

Topics include:

- Introduction to Everything DiSC
- Introduction to Cultural Intelligence
- Developing Cultural Awareness as a Management Practice
- Understanding the Admissions Enrollment Process
- Conflict Management for Supervisors
- Managerial Decision Making
- The Financing of Higher Education
- Preparing for Future Opportunities

For more information and a copy of the application, please contact Denette Moul, Director of Human Resource Services at ext. 1026 or mould@dickinson.edu.

Understanding FERPA

Tuesday, September 10
Stern Center 102 | 9–10 a.m.

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of students with respect to information maintained in their education records. Every Dickinson College employee who has access to such information has an obligation to maintain this confidentiality and to protect student privacy. What is an “education record”? What is “confidential information”? What information can you share? Under what circumstances can you share information and with whom? Come learn about FERPA and how to meet your responsibilities under this statute. Enroll and sign-up in [Totara](#) through the Gateway. Search for keyword: **FERPA**

Documenting Performance

Wednesday, September 25
Stern Center 102 | 9-11 a.m.

Expectations and concerns can be challenging even for the most seasoned supervisor. This workshop will explore the key elements to writing and executing concrete performance expectations, performance improvement plans, and corrective action notifications. Learn how to take a total performance approach while still addressing specific concerns. Enroll and sign-up in [Totara](#) through the Gateway.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNERS FOR THE MONTHS OF MAY, JUNE AND JULY

Congratulations to **MARISSA MITCHELL**, *Center for Global Study & Engagement*; **BETH BACHMAN**, *Enterprise Systems*; and **KELLY ELLIS**, *Office of the Provost*, for being the Physical Wellness incentive prize winners for the months of May (Marissa), June (Beth), and July (Kelly) for participation in exercise/fitness programs in April, May and June. 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.

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

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