

Vitality

Dickinson

HUMAN RESOURCE SERVICES

September 2019
Volume XIV | Issue 2

Building Community Initiative

National Suicide Prevention Month

Suicide is the tenth leading cause of death in the United States, claiming the lives of 47,173 people in 2017, a 33% increase from 1999^{2,3}. As a point of comparison, homicide claimed the lives of 19,510 Americans in 2017². Suicide is the **second** leading cause of death for people 15-24 years old in 2017 (6,252), behind unintentional injury (13,441)³. Age-adjusted suicide rates in most rural counties in 2017 was 1.8 times higher than in most urban counties². Globally, over 800,000 people die by suicide every year and there may be as many as 20 people attempting suicide for every person who dies^{5,6}. In addition, a prior suicide attempt is the most important risk factor for suicide^{3,4,5,6}. Suicide is a public health problem, affecting many sectors of our lives and of the country^{1,3,4}. The majority of individuals with a mental health diagnosis do not attempt suicide and not everyone who has thoughts of suicide engages with the mental health care system^{1,4,5}. Furthermore, the impact of suicide is experienced broadly by family, friends, co-workers, and communities^{1,3,4,6}.

Suicide is preventable. In the US, 2012 *National Strategy for Suicide Prevention* provides a comprehensive and integrated approach to prevention⁴. Prevention efforts work to reduce risk factors and strengthen protective factors. One of the aims of a multisectoral approach is enhancing connectedness among individuals and within and between organizations and communities^{1,4,5,6}. The research shows that improving the nature and quality of these interactions provides important protections from suicidal thoughts and behaviors, reduces risk, and improves health and wellbeing^{1,4,5,6}. Awareness, education, reduction of stigma, restricting access to the means of suicide, and increasing community connectedness are all critical components of prevention^{1,4,5,6}.

Megan Nesbitt, Staff Psychologist, Wellness Center

Reference links can be found by clicking here.

Did you know that Dickinson has its own CARE (Coordination, Assessment, Response, and Education) Team? The team exists to address potentially unsafe situations or behaviors that disrupt a student's academic or social wellbeing within the Dickinson Community. Community members are encouraged if they **SEE SOMETHING, TO SAY SOMETHING** by alerting the CARE team of any potentially unhealthy situation.

If you know of someone who is having suicidal thoughts, don't wait, tell someone now! Remember this simple Mental Health First Aid® Action Plan:

- A** Assess for risk of suicide or harm
- L** Listen nonjudgementally
- G** Give reassurance and information
- E** Encourage appropriate professional help
- E** Encourage self-help and other support strategies

World Suicide Prevention Day

September 10 | HUB Lobby | 11:30 a.m.–1:30 p.m.

Join fellow Dicksonians in raising awareness of suicide prevention.

For more information on suicide prevention efforts, including upcoming training and events, contact Jeanette Diamond or call 717-254 8084.

2019 Summer Picnic

The 2019 Summer Picnic took place outside on Morgan Field on Thursday, August 8. This year's picnic featured a dunk tank with donations accepted to benefit United Way, along with lawn games, guessing games and bingo in Allison Hall Community Room. The hot weather made the dunk tank a popular place to volunteer for those who sat to offer a fun opportunity while supporting a cause and making the picnic a great success. Approximately 450 attendees enjoyed fun, food, games, prizes and more!



FLEET VEHICLES

A number of changes have been made to the college general use fleet. [Click here](#) for more information.

PARKING TAG

Starting on September 1, employees, faculty and students will be required to purchase a parking tag in order to park in a college parking lot. Parking tags cost \$30 per semester and \$50 per year. For more information, visit the [parking webpage](#).

NEW HIRES

JULY

Keah Chumbley, *Facilities Management*
Storm Kennedy, *Facilities Management*
Eddie Raith, *Facilities Management*
Cathy Walters, *Dining Services*
Jessica Woodard, *Facilities Management*

AUGUST

Hoda Al-Haddad, *East Asian Studies*
Christopher Allain, *Facilities Management*
Killian Brady, *Dining Services*
Anne Brewer, *Office of Admissions*
Derrick Dellinger, *Facilities Management*
Alan Dillon, *Dining Services*
Allison Disbrow, *Dining Services*
Kacey Feduke, *Library and Information Services*
Mitchel Gardner, *ADS & SOAR*
Jeffrey Gayman, *Facilities Management*
Gregory Gilmore, *Dining Services*
Rylan Good, *Office of Admissions*
Morgan Kelsey, *Dining Services*
Ashley Lebo, *Wellness Center*
Jennifer McMonagle, *Athletics*
Brixx Minguez, *Dining Services*
Angelica Mishra, *Center for Civic Learning & Action*
Mary Porterfield, *Dining Services*
Semone Powell, *Dining Services*
Theresa Robertson, *Facilities Management*
Makayla Seburn, *Facilities Management*
Amanda Simmers, *Dining Services*
Ellison Sherrill, *Athletics*
Cory Snyder, *Facilities Management*
Pat Swingle, *Dining Services*
Susan Vandale, *Library Services*

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.

GET THE MOST OUT OF YOUR BENEFITS!

HEALTHADVOCATE

Your HealthAdvocate mobile app and member website offer one-click access to healthcare help. [Here's how to get started!](#)

SUICIDE PREVENTION – [KNOW THE WARNING SIGNS. GET HELP*](#).

Depression is a major risk factor for suicide. Getting help early is important. If you or a loved one feels persistent sadness, hopelessness, or struggles with other mental health problems, contact [HealthAdvocate](#). They can help you get the confidential support you need.

All full time employees have access to [Health Advocate](#), a free service for health advocacy and assistance available to the employee, spouse, dependents, parents and parents-in-law. Click on the embedded link or call 866-695-8622.

*Source: Health Advocate

INSURANCE BENEFITS

If you are a full-time employee or faculty member and elected to participate in any of Dickinson's medical, prescription, dental, and/or vision plans; below is a brief reminder of what they offer:

- **AETNA:** Medical insurance coverage. Aetna is NOT our prescription drug plan; however, child and adult vaccinations can be processed as a medical claim. For instance, if you go to a local pharmacy to get your flu vaccine, this should be charged to Aetna; not your CVS Caremark prescription plan. [Click here](#) to view Aetna Choice POS II Summary of Benefits.
- **CVS CAREMARK:** Prescription Drug plan. [Click here](#) to review the plan summary.
- **UNITED CONCORDIA:** The college offers two group dental plans through United Concordia. [Click here](#) to learn more about the differences between the "high" and "low" options.
- **VISION BENEFITS OF AMERICA (VBA):** VBA offers reduced cost vision services for exams, glasses or contact lenses. VBA does NOT issue vision insurance membership cards. Any participating provider is able to view your account information when you mention that you have VBA vision insurance. [Click here](#) to view the VBA Plan Summary.
- **CRX:** CRX is a cost saving international mail order drug program for brand name prescriptions from Tier-1 countries, administered by CRX International. This is a voluntary and safe program for employees and their dependents on Dickinson's group health plan which does not replace the prescription benefit. For more information, [click here](#).

For more information about any of our insurance benefits, please visit our [website](#) or call Human Resource Services at 717-245-1503.

RETIREMENT PLANNING

TIAA RETIREMENT PLANNING SESSION MONDAY, SEPTEMBER 9 AND WEDNESDAY, OCTOBER 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.

SEPTEMBER 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 September 12 through September 19. All employees are welcome to attend and can register at TIAA.org/webinars.

- **SEPTEMBER 13, 3 P.M.**
Lifetime Income: Market-Proof Your Retirement
- **SEPTEMBER 17, NOON**
Special Topic Series 1: Asset Location–Practical Guide for Income and Estate Planning
- **SEPTEMBER 17, 3 P.M.**
She's Got It: A Woman's Guide to Saving and Investing
- **SEPTEMBER 18, NOON**
Money at Work 2: Sharpening Investment Skills
- **SEPTEMBER 18, 3 P.M.**
The Starting Line: Beginning to Save for Retirement
- **SEPTEMBER 19, 3 P.M.**
Healthy Numbers: Integrating Healthcare into Your Retirement Plan

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!



Financial Wellbeing: Medicare 101

Presented by Aetna

Tuesday, September 17 | 2 SESSION OPTIONS
HUB Social Hall East | noon-1 p.m. or 6-8 p.m.

Retirement and healthcare are two topics that we all face as we grow older. Many of us find healthcare coverage and decisions as one of our biggest challenges and are confused or concerned about making the right decisions. So many choices to make—and not necessarily having the tools or answers needed to make the right decision—cause this to be quite stressful. If you are approaching retirement or if you need to help a friend, family member or loved one navigate these challenging decisions, please sign-up to attend one of these informative sessions on Medicare presented by Aetna. This program is open to the entire Dickinson community. Enroll and sign-up now in Totara under the [Aetna & Medical Consumerism Sessions](#) course!

[Click here](#) for more information about [Fidelity Investments](#) and other retirement options.

RETIREMENT PLAN FEE DISCLOSURE INFORMATION

In compliance with the Department of Labor regulations, during the month of August 2019 employees were sent important information regarding the expenses and fees related to retirement investments. This information is provided to ensure employees have all the information necessary to take full advantage of retirement plan options for both TIAA Financial Services and Fidelity Investments. **PLEASE NOTE:** NO ACTION is required. This information is being provided in compliance with the Department of Labor requirement to provide consumers with more information about fees and expenses related to their retirement investments. For questions, more information or if you do not receive this information, please contact Human Resource Services.

Community Programs & Events

American Heart Association HeartWalk

Sunday, September 15 | Harrisburg City Island

LIVE REGISTRATION: 12:30 p.m. WALK BEGINS: 2 p.m.

JOIN TEAM DICKINSON AT:

www2.heart.org/goto/TeamDickinson2019

Join members of Team Dickinson at the FREE annual HeartWalk scheduled for Sunday, September 15 on City Island in Harrisburg. Stretch your legs and get some fresh air on this fall afternoon with your family, friends and colleagues. *Participating in this event is free.* Walkers who decide to do a little **FUN**draising will receive a t-shirt for raising \$100 or more to support the American Heart Association. For more information, please visit the website listed above, send an email to diamondj@dickinson.edu or call ext. 8084.

2019 Run for Steph—5K Homecoming Weekend

Sunday, September 29

One of the college's biggest fundraising events for The McAndrews Fund for Athletics is just around the corner—the 15th annual Run for Steph 5K during Homecoming & Family Weekend. This event celebrates the life of Steph Kreiner '03, who was killed by a drunk driver shortly after she graduated from Dickinson. As Steph was an athlete involved with women's lacrosse and field hockey, all proceeds of this event benefit Dickinson athletes.

We ask that you join the Dickinson community and support a great cause! Watch for registration information coming soon!

Community Programs & Events



The whole month of September...

On August 29th, visit the Chamber Website, Chamber Office, or Facebook page to receive your Tour card. Fill your card with the required amount of stickers by visiting member restaurants and enter into a drawing to win prizes!

Click on the image above to download the Carlisle Chamber Craves card. The card will be accessible in the Hero Slider images on their website. You can also stop by the Carlisle Chamber of Commerce office on or after August 29 between 9 a.m. and 4 p.m. Monday through Friday to pick up a card. They will be highlighting all the participating restaurants on their social media channels. If you are interested, "like" them on Facebook or "follow" them on Instagram!

DICKINSON COMMUNITY BLOOD DRIVE

Facilitated by Central Pennsylvania Blood Bank

Friday, September 20 | HUB Social Hall | 10 a.m.–5 p.m.

Central Pennsylvania Blood Bank is a community-based, not-for-profit, blood program committed to providing for and being responsive to the blood-supply needs for the local community. Please consider donating blood to support and share life within your community blood bank. For more questions or more information about Central Pennsylvania Blood Bank, please visit www.cpbb.org or call 1-800-771-0059.

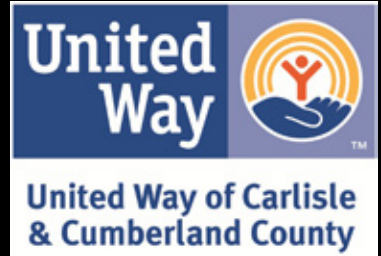
CROHN'S & COLITIS WALK

Sunday, September 22 | City Island, Harrisburg PA

CHECK-IN OPENS: 10 a.m. WALK STARTS: 11 a.m.

[CLICK HERE TO REGISTER ONLINE!](#)

This community walk and fundraising event propels critical research toward cures and supports patient program for the 1.6 million Americans—that's 1 in 200 people—living with Crohn's disease and ulcerative colitis. Cures are within sight. If you like to walk, or just want to make a difference by supporting the life-changing research, please consider being a part of this local event.



DAY OF CARING

Friday, October 11

8:30 a.m.–1:30 p.m

[REGISTER NOW!](#)

Dickinson employees are invited to participate in year's United Way Day of Caring! The day will start with a kickoff hosted at Allison Hall Auditorium at 8 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 daily 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 12:15–1:15 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 exempt and nonexempt 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](#) as soon as possible prior to Friday, September 13.

Safe Lifting in the Workplace

Daniel Berndt, *Environmental Health Safety*

Have you ever heard the phrase, “Stop, Drop and Roll?” I’d bet you learned this phrase from a young age to protect yourself if your clothing catches fire. However, when was the last time you considered any helpful techniques when lifting in the workplace?

We move things of various sizes and weights all the time and rarely give it much thought. Did you know the average 5-gallon water cooler jug weighs about 50 pounds? There are several helpful tips listed below to remember when lifting, maneuvering, or carrying objects in the workplace to reduce your risk of injury.

Consider the following:

1. **Stop and think!** Before lifting or moving anything, take a few seconds to ask yourself the following:
 - Is my path clear?
 - Do I know where I’m going?
 - Can I move it myself or do I need help?
 - Are there any assistive devices that I can use to make this task easier or safer?
2. Remember your spine’s job is to support your upper body and not for lifting objects. If you must pick something up from a low position, lift with your legs and keep your back straight to maintain a neutral spine posture.
3. Remember the toe test: if you can gently push the object with your toes/foot, it is likely light enough to move by yourself, if not you should ask for assistance.

Keeping these tips in mind enables each of us to take steps to reduce the chances of an accident or injury.

Nutrition Corner



PLANT-BASED FOOD CHOICES FOR HEALTH

Courtney Hager,
Registered Dietician

Research ties plant-based diets for weight maintenance, reduced risk of heart disease, reduced risk of type 2 diabetes, and cancer. Fiber in plant foods aids in the upkeep of our beneficial gut bacteria too!

If you’re concerned about giving up cheese, beef, and butter to follow a plant-based diet, fear not! Plant-based does not need to strictly mean vegetarian, it simply refers to the reliance on plants for a substantial part of the overall diet. Beneficial plant foods include fruits, vegetables, whole grains, nuts, seeds, and beans.

- Do try different produce than you’re used to: Maybe you will love Mexican Gherkins, Sea Beans, or Romanesco.
- Do try different cooking methods: roast carrots, grill zucchini, puree cooked beets into a dip. If you are worried that your plant foods lose nutrients when they are cooked, rest assured that some nutrients are actually better absorbed by the body when the food product is cooked.
- Do use seasoning and flavor: a squeeze of lemon juice, a shake of Italian seasoning, a crack of black pepper will all change the way you experience your beans, veggies, and grains. Satiety (the feeling of being satisfied) improves when our food tastes and smells good.
- Do include nuts, bean, seed, and soy-based ingredients to ensure protein content if you plan to omit animal products at a meal or snack. If we eat a variety of plant-based protein sources throughout the day, the body will be able to use those building blocks to create the protein structures we need.
- **DON'T** worry if you aren't 100% vegan! Making small changes can make an impact on your health.

Learn more about plant-based eating by signing up in [Totara](#) for my noon time seminar in the HUB Social Hall East on Monday, September 16: Increasing Plant-Based Eating.

Professional Development & Wellness Events

Fall Semester Fitness Programs – Register Now!

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



WELLNESS
@ DICKINSON

SITFIT Mondays • 12:15–12:45 p.m. • *Memorial Hall, Old West*

FEE: \$60 for the semester is paid directly to the instructor and due on the first day of class attendance.

PILATES Mondays & Wednesdays • 4:30–5:30 p.m. • *CPYB studio #5*

SPORTS YOGA Tuesdays • 4:30–5:30 p.m. • *HUB Dance Studio*

DYNAMIC FUSION Wednesdays • 12:15–1 p.m. • *HUB Dance Studio*

FEE: \$80 for the semester is paid directly to the instructor due on the first day of class attendance.

CARDIO TONE & STRETCH Fridays • 12:15–1:15 p.m. • *HUB Dance Studio*

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

SLCE Group Fitness Classes

Group Fitness classes for Fall 2020 will begin on Sunday, September 8 and run through Friday, December 13. These are all “walk-in” style classes with no registration required and are led by certified student instructors.

FALL 2019 GROUP FITNESS CLASS SCHEDULE • All classes held in Old Kline Fitness Center (*Functional Fitness Center*)

YOGA Mondays • 6:30–7:30 p.m. | Wednesdays • 6–7 p.m. with Fiona Sommers

SPINNING Tuesdays and Thursdays • 5:30–6:30 p.m. with Kara

Blue Lotus Meditation

Thursdays | 11:30 a.m.–12:30 p.m.

Blue Lotus Buddhist Temple &
Meditation Center, 51 N. Pitt Street

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 a class near you, visit their [classes](#) page.



Few life events are filled with more emotion than the future you have worked to enjoy. KCA Wealth Management offers financial education classes free to employees of Dickinson and the local community.

Participants will learn about the different areas of retirement planning including Investments, Social Security, Medicare, Taxes, Estate Planning, Insurance, IRA's, Roth IRA's, Annuities, Pensions, and Employer Sponsored Plans in this three-part session, **Financial Strategies for Successful**. Enroll in the **KCA Financial Education** course in [Totara](#) via the Gateway, and sign up to attend one of these two session options.

OPTION 1: Tuesdays Sept. 3, 10 & 17 | Allison Community Room | 6–8:30 p.m.

OPTION 2: Thursdays Sept. 5, 12 & 19 | Allison Community Room | 6–8:30 p.m.

PLEASE NOTE: Programs offered through KCA Wealth Management are a personal opportunity and a benefit for Dickinson College employees through programming provided by the Office of Human Resources and should not be considered as or in any way legal, financial or other professional advice endorsed by the college.

Professional Development & Wellness Events

Weight Watchers On-site Meetings

12-WEEK SESSION: Wednesdays from 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!

Free Blood Pressure Screenings—WALK-IN, NO APPOINTMENT NEEDED!

Monday, September 16 | noon–1 p.m. | Mary Dickinson Room

Biometric Screenings—APPOINTMENTS REQUIRED

Administered by UPMC Pinnacle Staff

Thursday, September 19 | Mary Dickinson Room, HUB | 7:30–9 a.m.

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 Wellness@Dickinson incentive for 2019–2020! Enroll and sign-up now in Totara for your [Biometric screening appointment](#).

Wellness Info Session: Lung Health

Thursday, September 19 | Stern Center, Room 102 | noon–1 p.m.

Our body requires oxygen to function and thrive. When we breathe, the air content includes oxygen and other atmospheric gases. Once we inhale, oxygen moves throughout our body and lungs via the bloodstream. Without a healthy set of lungs, quite obviously our very existence is compromised. How does our body handle oxygenation and process this very important part of living? What happens when things go awry with breathing due to multiple causes? Attend this presentation to learn more. Enroll in this [Wellness Info Session](#) and sign-up now in Totara through the Gateway.

Deaf Culture & American Sign Language

Presented by Stephanie Kiessling, CAIU

Monday, September 23

Stern Center, Room 102 | noon–1 p.m.

Hearing loss challenges people from around the world. Perhaps you know someone who's hearing impaired, has a hearing loss, or someone who's D/deaf? Maybe you see people using their hands to communicate with others? Deaf Culture identifies and perceives things in ways you never thought of before, something that's unique. With Deaf Culture, there's a cultural and perception difference within the way they speak, the way they visualize and experience things. Without relying on sounds, members of the Deaf community rely heavily on sight for gaining information. [Sign-up to attend this session](#) (Totara course key words: **inclusivity and acceptance**) to learn more about the deaf culture and how to best communicate for a more inclusive community overall.

WANT DETAILED INFORMATION FOR THESE PROGRAMS? GO TO EMPLOYEE GATEWAY > TOTARA AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), EMAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.

SUICIDE PREVENTION: WHAT YOU CAN DO TO HELP

Tuesday, September 24 | Stern Center, Room 102 | noon–1 p.m.

Come learn about the topic of suicide prevention and how you can help people around you who might be struggling with thoughts of suicide. This program will cover facts and misconceptions about suicide and how to help someone you are concerned about. We will review how to notice warning signs that someone might be having thoughts of suicide, how to ask questions about suicide, and how to refer someone to seek professional help. You will also learn about on and off-campus mental health resources that are available to members of the Dickinson community. [Sign-up to attend](#) this Emotional Wellbeing course in Totara using **key words: suicide prevention**.

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.

Self-enroll in MFA at www.dickinson.edu/mfa TODAY!

WE ARE HERE TO HELP! The following open help sessions will be held in the HUB in September—feel free to stop by for assistance in setting up MFA on your account.

- **FRI., SEPT. 6 | 11 A.M.–1 P.M. | HUB SOCIAL HALL WEST**
- **THURS., SEPT. 12 | 11 A.M.–1 P.M. | HUB SOCIAL HALL WEST**

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*).

Management Development—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, September 13.**

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 Dennette Moul, Director of Human Resource Services at ext. 1026 or mould@dickinson.edu.

Understanding FERPA—Tuesday, September 10 | Stern Center, Room 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.

Professional Development & Wellness Events

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.

Preparing for a Role in Supervision

FRIDAYS: October 3, 17, 31 and November 14 | HUB Side Rooms 204-205 | 9–11 a.m.

This interactive series is for employees looking to prepare for a future in management. The series will cover fundamental skills that all individuals need to know before making that leap into management.

The program will be comprised of four (4) modules, each a hands-on, instructional workshop focused on relevant topics in the supervising of employees. Topics that will be offered within the program will include:

- Employment Regulatory Basics
- Instinctive Drivers
- Supervisory Techniques
- Coaching for Performance

Enroll and sign-up in [Totara](#) through the Gateway. Search for keyword “supervision”. You must register for each session individually. Manager approval is required.



October Book Discussion—GEORGE BY ALEX GINO

Facilitated by Jessica Howard, Library Services

Tuesday, October 29 | Stern Center, Room 102 | noon–1:15 p.m.

When people look at George, they think they see a boy. But she knows she's not a boy. She knows she's a girl.

George thinks she'll have to keep this a secret forever. Then her teacher announces that their class play is going to be Charlotte's Web. George really, really, REALLY wants to play Charlotte. But the teacher says she can't even try out for the part... because she's a boy.

With the help of her best friend, Kelly, George comes up with a plan. Not just so she can be Charlotte—but so everyone can know who she is, once and for all.

Employees who register prior to Thursday, September 20 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 George.

CAMPUS INCLUSION WEEK

Monday, September 23–Friday, September 27 | Britton Plaza | noon–3 p.m.

(Rain Locations: Monday–Wednesday, HUB Lobby and Thursday–Friday, HUB lower level)

Campus Inclusion Week aims to inspire the entire Dickinson community to commit to making Dickinson more inclusive through seeking educational material, supporting campus programs, participating in training opportunities, and learning more about campus inclusion resources. Drop by to learn about our Inclusion pledge, pick up information on campus inclusion resources, participate in interactive activities and receive free giveaways!

EACH DAY ON BRITTON PLAZA ALSO FEATURES A THEMED TABLE:

MONDAY

The 5Ws of Inclusion: Who, what, when, where, and how
(hosted by PSC & CGSE)

TUESDAY

What's the + in LGBTQ+? *(hosted by LGBTQ Services & WGRC)*

Spotlight Table at the Kline Center: "Inclusion in Athletics"

WEDNESDAY

Spiritual, Religious and Ethical Life *(hosted by CSSJ & the Asbell Center for Jewish Life)*

Spotlight Table at Waidner-Spahr Library: The Story of our Identities: A Dickinson Community Art Project

THURSDAY

Where We've Come From, and Where We're Going *(hosted by President's Commission on Inclusivity)*

Spotlight Table at the Trout Gallery: "Representation Matters: Blackness in Art"

FRIDAY

Celebrating Community *(hosted by Human Resource Services & Alumni Relations)*

FACULTY, STAFF AND ADMINISTRATIVE DIVERSITY, EQUITY & INCLUSION WORKSHOPS SCHEDULE—Register now in Totara.

RAISE

Wednesday, September 25
HUB Social Hall West | 2–4 p.m.

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)! Search for keyword "Raise" in Totara.

MORE THAN WORDS (LGBTQ INCLUSIVE LANGUAGE)

Monday, October 7
Allison Community Room | 3–4:30 p.m.

What is the difference between transgender and transsexual? Why do gender pronouns matter? What's the difference between bisexual and pansexual? October's More Than Words program will offer a range of engaging activities focused on exploring contemporary understandings of LGBTQ+ identities with an emphasis on controversies around language. Light refreshments and beverages will be served. Search for keywords "more than words" in [Totara](#).

DID YOU REALLY JUST SAY THAT? A FACULTY AND STAFF LEARNING LAB ON ADDRESSING CULTURAL CONFLICTS

Wednesday, October 16
Althouse 110 | 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. Please pre-register on [Totara](#) by Monday, October 7.

HOW TO BE AN ANTIRACIST READING AND DISCUSSION GROUP

Tuesday, October 29
Waidner-Spahr Library | 5–6:30 p.m.

The Popel Shaw Center, English, and the Waidner-Spahr Library invite faculty, students, and staff to sign up to read and discuss Ibram X. Kendi's new book *How to be an antiracist*. Professor Kendi is speaking at Dickinson in February 2020. Please sign up to receive a book at the link below by October 14: dickinson.libwizard.com/antiracism

INDIGENOUS AMERICAN INCLUSIVE LANGUAGE

Thursday, November 7
HUB Social Hall East | 3–4:30 p.m.

First Nations? Indian? Indian American? Indigenous? Native? November's [More Than Words](#) program will offer a range of engaging activities focused on exploring historic and contemporary understandings of Native identity with an emphasis on controversies around language. Light refreshments and beverages will be served. Please pre-register in Totara by Monday, October 28.

(Co-sponsored by the Bias Education & Response Team [BERT], American Studies, Anthropology/Archaeology, & the Popel Shaw Center for Race & Ethnicity [PSC])

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF AUGUST

Congratulations to MALLORY GRIEST, *Residence Life & Housing*, for being the Physical Wellness incentive prize winner for the month of **August** for participation in exercise/fitness programs in July. 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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