

Vitality

Dickinson

HUMAN RESOURCE SERVICES

December 2019
Volume XIV | Issue 5

Building Community: Human Trafficking Awareness & Prevention

According to the Department of Homeland Security:

"Human trafficking involves the use of force, fraud, or coercion to obtain some type of labor or commercial sex act. Every year, millions of men, women, and children are trafficked worldwide—including right here in the United States. It can happen in any community and victims can be any age, race, gender, or nationality. Traffickers might use violence, manipulation, or false promises of well-paying jobs or romantic relationships to lure victims into trafficking situations. Language barriers, fear of their traffickers, and/or fear of law enforcement frequently keep victims from seeking help, making human trafficking a hidden crime."

Central PA currently is used with some frequency as a pathway (aka PAATH 15) and conduit in some cases for human trafficking activities on the east coast of the United States. Learn about this and more—and how you can help STOP or positively impact the lives of victims if you are aware of the warning signs. For more information about PAATH 15 and Homeland Security's Blue Campaign, [click here](#).

Greenlight Operation: Education, Prevention & Awareness of Human Trafficking

Friday, December 6 | HUB Lobby Information Table | 11:30 a.m.–1:30 p.m.

INFORMATION & RESOURCE SESSION

Presented by Jordan Pine, Founder & Executive Director of Greenlight Operation
Tuesday, February 11 | HUB Social Hall West | noon–1 p.m.

Greenlight Operation is devoted to raising awareness about human trafficking, with the goal to create a larger impact by mobilizing communities to take action.

Stop by the HUB lobby table and/or attend the information session to be empowered and learn more about resources for the prevention of human trafficking and ways you can have a positive impact in our local community. Greenlight Operation believes awareness is the first step to combat human trafficking. During the seminar, attendees will be educated on the issue of human trafficking, learn about modern-day slavery in Central Pennsylvania, and be equipped with the information needed to combat this issue. Enroll in the Human Trafficking Awareness course through Totara and sign-up today!

Winter Social

Friday, December 13
HUB Social Hall | 4-7 p.m.

You are invited to the Winter Social! This annual inclusive event serves as a celebration of all the incredible and important work of the entire Dickinson community, honoring employees and our retirees. We hope you can attend this event to celebrate and enjoy a late afternoon gathering with fun, food, and door prizes. **THE WINTER SOCIAL REGISTRATION DEADLINE HAS BEEN EXTENDED TO FRIDAY, DECEMBER 6.**

ONLINE:

www.dson.co/WinterSocialRSVP2019

EMAIL: HREvents@dickinson.edu

PHONE: 717-245-1503

Employees and retirees may bring one adult guest (aged 18 years and over). No tickets or fees for this year's gathering—but your RSVP is required for planning purposes!

For assistance with responses or for any questions, please send an email to HREvents@dickinson.edu or call 717-245-1503, Monday through Friday between 8:30 a.m.–4:30 p.m.

NEW HIRES

NOVEMBER

Alexis Brown, Dining Services

Hope Burden, Dining Services

Jordan Culbertson, Dining Services

Brittanie George, Dining Services

Caroline Laurent, Kline Center

Rhonda Roades, Dining Services

Ryan Trimble, Office of Marketing
& Communication

Melissa Wehler, Academic
Technology

UNITED WAY CAMPAIGN – IT'S NOT TOO LATE!

If you have not yet made a gift to the 2019 United Way campaign, there is still time through the end of December. Employees wishing to participate may still make their gift by sending the completed campaign form (*sent through campus mail in August*) to Miriam McMechen in Financial Operations.

DICKINSON COLLEGE CHILDREN'S CENTER – WINTER BREAK CLOSING SCHEDULE REMINDER

DCCC will be closed Monday December 23, 2019 through Friday, January 3, 2020. DCCC will re-open Monday January 6, 2020 at 7:15 a.m.

RETIREMENT INFORMATION

Compliance Announcements & Reminders

EMERITI 2018 SUMMARY ANNUAL REPORT

The 2018 Summary Annual Report for the *Emeriti Retiree Health Plan* has been completed. This report reflects the financial condition and the transactions of the plan for January 1–December 31, 2018. You may print and or view a PDF version of this report at: www.dickinson.edu/HRsummaryplans or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

TAX DEFERRED ANNUITY & DEFINED CONTRIBUTION RETIREMENT PLANS 2018 SUMMARY ANNUAL REPORTS

The 2018 Summary Annual Report for the *Dickinson College Tax Deferred Annuity and Defined Contribution* plans has been completed. These reports reflect the financial condition and the transactions of the plan for January 1–December 31, 2018. You may print and or view a PDF version of this report at: www.dickinson.edu/HRsummaryplans or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

Retirement Planning Sessions

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.

- **WEDNESDAY, DECEMBER 11** HUB Side Room 205 | 8 a.m.–5 p.m.
- **TUESDAY, JANUARY 7** HUB Mary Dickinson Room | 8 a.m.–5 p.m.

December TIAA Educational Webinars

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

TUESDAY, DECEMBER 10

- **noon–1 p.m.** Special Topic Series 1: Planning for Diminished Capacity and Illness
- **3–4 p.m.** Postcards from the Future – A Women's Guide to Financially Ever After

WEDNESDAY, DECEMBER 11

- **noon–1 p.m.** Special Topic Series 2: Responsible Investing – Portfolios with Purpose
- **3–4 p.m.** Inside Money – Managing Income and Debt

THURSDAY, DECEMBER 12

- **noon–1 p.m.** Lifetime Income: Planning for Retirement: The Why, What and How
- **3–4 p.m.** Special Topic Series 2: Introduction to Estate Planning

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



Beneficiary Designation Brainshark

If something happens to you... what happens to your loved ones? [Click here](#) to watch a two-minute video stressing the importance of updating beneficiaries.

UNITED CONCORDIA®

Protecting More Than Just Your Smile®

Why Proper Gum Care Makes You a Healthier Person and Three Easy Steps to Keep Your Gums Pink and Pain-Free

The longer that bacteria hang out on your teeth, the more chances inflammation or gingivitis can occur. Those bacteria create acid that can eat away at your gums and eventually lead to tooth loss.

Gingivitis is a mild form of gum disease. It can cause redness, swelling and bleeding of the gums. The great news is that gum disease can usually be prevented with regular home and professional dental care.

Here's how you can take care of your gums and avoid gum disease down the road:

3 STEPS TO PROPER GUM CARE

1. **FLOSS:** Flossing is the most important thing you can do to take care of your gums. Why? Because flossing helps you get rid of food particles that get stuck between your teeth. Floss comes in many different types. Your dentist can help you figure out what floss is right for you.
2. **BRUSH GUMS:** That's right. Gently brush your toothbrush over your gums in a circular motion just as you would when brushing your teeth. This helps to remove any foreign debris that may not even be noticeable.
3. **SEE YOUR DENTIST:** Visit your dentist regularly (usually every six months) for checkup and cleanings. If gum disease is detected early, your dentist can recommend a treatment plan to stop it from spreading and can minimize the damage.

Source: www.unitedconcordia.com/dental-insurance/dental-health/care-prevention/gum-care-oral-health

Aetna Individual Consultations

Aetna Representative: Jean Enders

Tuesday, December 10 | HUB Mary Dickinson Room | 8:30–11:30 a.m.

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 the Aetna member site 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.



2019-2020 FALL/WINTER FUN FAMILY FITNESS CHALLENGE

Join us this fall to keep family and friends moving with you!

Want to know the details about this fun family fitness challenge—click the link below...

[2019-2020 Fall/Winter Fun Family Fitness Challenge](#)

2019 Year-End Reminders

ELECTRONIC TAX INFORMATION

As required by the IRS, Dickinson College furnishes all employees with a Form W-2 Tax and Wage Statement for each calendar year. The W-2 provides details of earnings and tax withholdings for the year. In addition, Form 1095-C is an annual statement that employers must provide to all full-time employees and those covered by its health insurance plan.

Dickinson encourages all employees to elect to receive only electronic versions of both Form W-2 and 1095-C through Banner Self Service. If you consented to the electronic W-2 in a previous year, your consent will remain in effect for 2019. New for 2019, employees may also elect to receive Form 1095-C electronically. You can review and update your consent through Banner Self Service.

Employees who consent to receiving electronic tax form(s) will not receive paper form(s) and agree to obtain them through Banner Self Service. The consent will remain in effect until withdrawn by the employee through Banner Self Service or upon termination. If an employee does not consent, a paper form(s) will be mailed, no later than January 31, via the US Postal Service to the current address on record.

Employees may be required to print and attach a W-2 form to their Federal, State or local income tax return. Form 1095-C is generally not required to be attached to tax returns but must be kept with other tax-year documents in the case of an IRS audit.

Benefits to receiving tax forms electronically:

- Electronic forms are available earlier than the traditional paper forms
- Electronic forms cannot be lost, stolen, delayed or misplaced by the U.S. postal service or by the employee
- Electronic forms are available anywhere the employee has access to a computer
- Electronic forms will remain online for multiple years
- Electronic forms promote the college's sustainability efforts

How to give consent to receive your electronic tax forms

- Log into Banner Self Service through the Dickinson Gateway (gateway.dickinson.edu)
- Click on the Employee Information
- Click on Tax Forms
- Click on Electronic Regulatory Consent
- Select the form(s) you elect to receive electronically
- Click the Submit button
- To withdraw consent, follow the above steps

Electronic consent for 2019 tax forms must be made by December 31, 2019.

Contact payroll@dickinson.edu with any questions or concerns.

ADDRESS CHANGES FOR TAX INFORMATION

If your address has changed in the last year, don't forget to update Human Resource Services before you leave for the holiday break. The post office will not send your W-2 or 1095-C to a forwarded address that you may have registered with them.

YEAR-END PAYROLL ENTRY REMINDERS

To meet the deadline for preparing the final payrolls of 2019, any payroll changes, including stipend requests, must be submitted to Human Resource Services by **9 a.m. on Monday, December 16, 2019.**

The deadline for submitting and approving hours for the pay period December 8–21, 2019 for the biweekly (regular hourly employees) and student payrolls will be **noon on Monday, December 16, 2019.**

Semi-monthly pay advices will be emailed on December 30, 2019 and checks will be mailed to home addresses on the same date. Direct deposits will appear in employee bank accounts on the actual pay date of December 31, 2019.

Bi-weekly pay advices will be emailed on December 26, 2019 and checks will be mailed to home addresses on the same date. Direct deposits will appear in employee bank accounts on the actual pay date of December 27, 2019.

Student pay advices will be emailed on December 30, 2019 and direct deposits will appear in bank accounts on December 31, 2019.

If you have any questions, please contact payroll@dickinson.edu.

Community Programs & Events

SAVE THE DATE: WOMXN'S RETREAT SPRING 2020

The student coordinators of Dickinson's Annual Women's Retreat (Katherine Altamirano '20, Tyler Barlow '22, Jordyn Dean '22 and Catherine Park '22) cordially invite you to save the date for this year's retreat, which will be **April 17-18, 2020** at the College Farm. The retreat begins on Friday evening, ends on Saturday evening, and is open to any female-identified or gender non-binary faculty, staff or student. This year our topic will be Gender and Empowerment in the Workplace.

In previous years, students have been eager to have more faculty, administrators, and staff present for the conversation and dialogue throughout the retreat. Please be welcome for the entire retreat, or for any part that fits in your schedule. If you are interested in offering a workshop or activity connected to the retreat's theme, please let me know and I will pass on the information to the student organizers.

More details regarding the schedule and activities, as well as registration information, will be available in the spring. We hope you can join us!

If you have any questions, please contact Donna Bickford (bickford@dickinson.edu) at the Women's & Gender Resource Center.

Nutrition Corner



Parmesan Mashed Cauliflower

Trade out mashed potatoes for this low-carb copycat! Cauliflower easily replaces potatoes in this flavorful side dish.

PREP TIME: 10 min.

COOK TIME: 8 min.

SERVINGS/SIZE: 4 (1/2 cup)

INGREDIENTS:

- 1 medium head cauliflower
- 6 tbsp plain nonfat Greek yogurt
- 1/4 cup freshly grated Parmesan cheese
- 1/2 tsp garlic powder
- 1/4 tsp black pepper
- 1 tbsp chopped green onions

Wash the cauliflower and cut it into florets. Place the cauliflower florets in a microwave-safe dish and microwave for about 8 minutes, until the cauliflower is soft. Stir halfway through the cooking time. Place the cauliflower, yogurt, cheese, garlic powder, and pepper in a food processor or blender and blend until smooth. Top with onion and serve.

Recipe Source: www.diabetesfoodhub.org/recipes/parmesan-mashed-cauliflower.html?home-category_id=1
Photo Credit: Photography by Eric Hinders; Food Styling by Caroline Tremmel; Art Direction & Styling by Haleigh Eason.

Nutrition Facts	
4 Servings	
Serving Size	1/2 cup
Amount per serving	
Calories	60
Total Fat 2g	
Saturated Fat 1g	
Cholesterol less than 5mg	
Sodium 90mg	
Total Carbohydrate 7g	
Dietary Fiber 3g	
Total Sugars 4g	
Protein 6g	
Potassium 240mg	
Phosphorus 105mg	

Professional Development & Wellness Events

2019-2020 WELLNESS@DICKINSON INCENTIVE PROGRAM REMINDER



Many of you have already completed the first step (biometric screening) for the 2019-2020 [Wellness@Dickinson Incentive Program](#)—so now take the next step and complete the online health risk assessment (HRA)! Not sure how to do this? Enroll in the Wellness@Dickinson Incentive Program course in Totara now to learn more, or send an email to devwell@dickinson.edu for any questions or assistance.

Each year we offer the Wellness@Dickinson Incentive Program to encourage healthy behaviors and habits in the campus community, while incorporating some fun challenges to enhance participation. For 2019–2020, we offer a three-step incentive design to reward employee participants as you progress through this program:

#1 Complete your biometric screening OR visit your healthcare provider for your annual Wellness Visit. A *Wellness@Dickinson Insulated Tote* will be awarded when biometric screening or PCP visit is completed.

#2 Complete your online Health Risk Assessment (HRA): Congratulations! You have reached the Engaged Level by completing both biometric screening | annual well visit and HRA. A *Personal Training Session* or *Farmers on the Square Tokens* (participant choice) will be awarded when both step #1 and step #2 are completed.

#3 Continue to participate to reach the *Energized* or *Elite* levels and to be included in the *Grand Prize drawing in the spring!* [Click here](#) for more information and to report your activity.

AIDS Awareness Information Session

Presented by UPMC Infectious Diseases

Friday, December 6 | HUB Social Hall East | noon–1 p.m.

AIDS is a formidable virus that appeared in our world quite some time ago. What do you know about this non-discriminating viral health issue? Where have we gone with treatments and how are we dealing with this today? How are we examining this world-wide problem going forward? Enroll in this Wellness Info Session and sign up now in [Totara](#) through the Gateway.

Drug-Free Workplace Campus Session

Monday, December 9

Stern Center, Room 102 | 1:30–2:30 p.m.

Would you see and understand what was happening if a loved one or friend was challenged with substance use (or abuse)? Attend this workshop to better identify, comprehend and handle situations at home or at work by learning about this troubling reality for our community. Enroll in this [Safety and Health course](#) in Totara and sign-up. Information and resources are available at this workshop or [online!](#)

Free Blood Pressure Screening

Mary Dickinson Room | noon–1 p.m.

Monday, December 16 and Monday, January 27

Walk-in, no appointment needed!

Massage Therapy

Thursday, December 19 | HUB Side Rooms

Registration is limited to employees of the college only

Therapeutic massages will be provided by therapists at Camille Baughman & Associates in the HUB Side Rooms between 12:30–4:30 p.m., with the last appointment beginning at 4 p.m.

As the end of the semester draws near, reward yourself by taking a few moments out of your day to participate in a relaxing table or chair massage. Besides the obvious benefits of relieving stress, massages also help to relax muscles, improve circulation, and offer better flexibility. It is an opportunity to take a healthy break from work! Sessions are 25 minutes in length with a **\$35 fee** due at your appointment. Participation and registration is limited to one session per employee.

Space is limited. Enroll and sign up now in [Totara](#) through the Gateway.

Writing for the Workplace

Presented by Noreen Lape, Associate Provost and Director of the Writing Program

Thursday, January 9 | Stern Center, Room 102 | 9–11 a.m.

You will engage in interactive discussions and exercises that will help you sharpen your job-related writing skills. For this workshop, designed to address directly your pressing needs and burning questions, you set the agenda. Noreen will contact you close to the date and ask you to send her your questions and workplace writing samples. She will then shape the discussion and exercises around your needs and questions. In past versions, we have discussed everything from comma usage and grammar issues to responding to a complaint, creating a concise explanation of a complex message, and delivering bad news—among many other things. **Enroll and sign up now in Totara** under the Employee Development course.

Protecting Our Community

Tuesday, January 14 | Stern Center 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 two 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.

FACULTY AND EXEMPT STAFF: 2:30–4:30 p.m.

To register, log into Totara through the Gateway. Once in Totara, select “Find Learning” on the top ribbon and then select courses from the drop-down list. Search for “Protecting Our Community”. Click on the course and then click on “Enroll Me” to enroll. After enrolling, review the detail and select to “sign-up” for either the Nonexempt or Exempt event and appropriate date.

Understanding FERPA

Presented by Mary Ann Leidigh, Registrar

Wednesday, January 22 | HUB Side Rooms 204-205 | 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 for this [Professional Development](#) session and sign-up now in Totara through the Gateway.

Goal Writing

Thursday, January 23, 2020

HUB Side Rooms 201-202 | 1:30–3:30 p.m.

Goals are an important part of attaining success. This workshop will review how to write meaningful goals that become the basis for strong performance. A review of Dickinson's goal management as part of our annual review process will be covered. Enroll in this [Employee Development](#) course and sign-up now in Totara through the Gateway.

EngageD

During the Spring 2019 semester, a Master Calendar Committee was created to look at concerns raised around programming and event scheduling on campus. Starting January 6, 2020, all space requests and event setups must be submitted to the Office of Conferences & Special Events through EngageD in the Dickinson Gateway. Offices and departments that do not currently use EngageD are attending the training and workshop sessions in during the month of December or January. [Enroll and sign-up through Totara](#) for the sessions and workshops below:

EVENTS MANAGEMENT WITH ENGAGED: TRAINING SESSIONS—ALTHOUSE ROOM 106

Learn how to reserve space and manage event details using the EngageD platform in the Dickinson Gateway. This training will be presentation/lecture style but allows for audience questions and interaction. For hands-on learning and troubleshooting, consider attending one of the How to Get EngageD—Troubleshooting and Workshop sessions.

- TUESDAY, DECEMBER 3 | NOON–1 P.M.
- FRIDAY, DECEMBER 13 | 10:30–11:30 A.M.
- THURSDAY, JANUARY 9 | 9–10 A.M.
- TUESDAY, JANUARY 14 | 2–3 P.M.

HOW TO GET ENGAGED: TROUBLESHOOTING AND WORKSHOP—STERN CENTER ROOM 11

After learning how to reserve space and manage event details using EngageD in one of the trainings, bring follow-up questions for this hand-on workshop. In this workshop, participants will practice building an EngageD event in their office or department's EngageD group.

- THURSDAY, DECEMBER 5 | 9–10 A.M.
- WEDNESDAY, DECEMBER 11 | 3–4 P.M.
- WEDNESDAY, JANUARY 15 | 11 A.M.–NOON

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF NOVEMBER

Congratulations to **TIMOTHY CAHILL**, *Facilities Management*, for being the Physical Wellness incentive prize winner for the month of **November** for participation in exercise/fitness programs in **October**. 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 e-mail 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

PO BOX 1773 | CARLISLE, PA 17013-2896
717-254-8084 | devwell@dickinson.edu