

Vitality

Dickinson

HUMAN RESOURCE SERVICES

February 2020
Volume XIV | Issue 6

Building Community Initiative

INNOVATION AND CELEBRATION: THE POPEL SHAW CENTER CELEBRATES BLACK HISTORY MONTH *By Vincent L. Stephens, Director and Christian Perry, Assistant Director*

One initial private conversation can catalyze multiple actions for the greater good. Last spring Vincent L. Stephens, Director of the Popel Shaw Center (PSC) and Sheela Jane Menon, Assistant Professor of English, discussed the importance of engaging Dickinson with contemporary antiracism work. This resulted in a fall reading and discussion group focused on Ibram X. Kendi's acclaimed book *How to Be an Antiracist* in collaboration with Waidner-Spahr Library, and an invitation for Dr. Kendi to deliver a campus lecture.

On February 6, at 7 p.m. in ATS; we will welcome Professor Kendi to deliver the 2020 MLK Jr. Lecture "How to be an Antiracist" which kicks off Black History Month. Both the reading group and the lecture inform the PSC's effort to revise its mission to explicitly infuse the campus with programs and engagement rooted in the philosophy of anti-racism. *This event is sponsored by: The Clarke Forum, Penn State Dickinson School of Law, The PSC, Office of the Provost, American Studies, Center for Spirituality & Social Justice, English, First Year Seminar program, History, Institutional Effectiveness & Inclusivity, Political Science, and Sociology.*

The PSC's desire to be innovative continues throughout the month through the launching of 2020's Black Excellence Week, organized by the PSC's Assistant Director, Christian Perry. Black Excellence Week programs run from February 15-21. The Week is designed to celebrate black culture, its contribution to the world, and show that you don't have to be famous or well-known to be an example of Black Excellence. The Week also gives students the opportunity to engage in conversations that affect black and African-American communities.

Black Excellence Week kicks off with the Black Excellence Masquerade Ball. The Masquerade Ball brings together students, faculty and staff to enjoy good music, food, and celebrate those on campus that exemplify "Black Excellence." Events also include an open discussion on breaking stereotypes hosted by the Black Student Union (BSU). MANdatory, a student group for men of color, and the Women of Color Summit planning group is partnering to lead a discussion on Code-Switching. There will also be a showing of HBO's *The Apollo* documentary which highlights the legacy of New York's legendary Apollo Theater and the opportunities it created for African-American entertainers. Black Excellence Week will be the first of its kind at Dickinson College and aims to become an annual celebration for the entire Dickinson community.

AMERICAN HEART ASSOCIATION: NATIONAL WEAR RED DAY

Friday, February 7 | Table Event in HUB Lobby | 11:30 a.m.-1:30 p.m.

It's a RED OUT Day! Time to get your RED OUT to Support Go Red For Women by participating in National Wear Red Day® on Friday, February 7. Why Go Red? Heart disease and stroke cause 1 in 3 deaths among women each year, killing approximately one woman every 80 seconds. Fortunately, we can change that because 80 percent of cardiac and stroke events may be prevented with education and action. That's why this year we are asking that you wear red on National Wear Red Day®. If you desire to donate to this cause, doing so helps support educational programs to increase women's awareness and critical research to discover scientific knowledge about cardiovascular health.

Source: www.goredforwomen.org/en/about-heart-disease-in-women/facts/causes-and-prevention-of-heart-disease



2020 Spring Into Fitness Challenge

Online registration for the Challenge opens on Monday, February 17 and continues through Tuesday, March 3. Please visit the Spring Into Fitness Challenge webpage, click the QR graphic or the embedded link above to register during the open registration period to be included in the 2020 Challenge.



Annual Performance Reviews

The annual performance appraisal process is now open in Totara. Staff members who are due for an annual review will receive automated messages from Totara.

We encourage you to get started with your self-appraisal as soon as possible. All reviews are due on or before April 6.

The overall performance forms are unchanged. Each employee will again select the current goals to be included as part of the annual evaluation. An email will be sent to the next individual in the chain as stages of the review are completed.

On-line learning modules are available through Totara on the Gateway (search for keywords: performance or goals). Please feel free to contact [Dennette Moul](#) or [Carol Shaffer](#) in Human Resource Services (ext. 1152) with any questions or concerns. We are here to help.

PCard Tip

Miriam McMechen, Financial Operations

Wells Fargo is available 24/7 at the number listed on the back of your card. Please be sure to have your Unique ID Number when you call. Your Unique ID Number is the last 4 digits of your employee ID number.

New Hires & Retirees

DECEMBER

Dee Proctor, *Facilities Management*

JANUARY

Jonathan Billett, *Dining Services*

Zachary Dubbs, *Facilities Management*

Suzanne Hartley, *ALLARM*

Irene Hawkins, *Environmental Studies*

John Joyce, *ADS and SOAR*

Emily Lehman, *Art & Art History*

Bianca Martucci-Fink, *Trout Gallery*

Shikha Mittal, *Mathematics & Computer Science*

Ania Moore, *Dining Services*

Uwe Paff, *International Business Management*

Howard Rosen, *Psychology*

Jeremy Rothschild, *Forum on Education Abroad*

Vanessa Ryan, *Organic Farm*

Ashlee Telep, *Dining Services*

Allen Tucker, *Mathematics & Computer Science*

WE WISH A FOND FAREWELL TO THE FOLLOWING AS THEY TRANSITION TO RETIREMENT:

Ashton Nichols, *English, December*

John O'Donnell, *Dining Services, January*

Carolyn Thompson, *Financial Aid, January*

Retirement Planning Sessions

ENROLL AND REGISTER IN TOTARA BY CLICKING ON THE LINKS PROVIDED.

Paying Yourself: Income Options in Retirement

Presented by Heidi Duckworth, TIAA

Tuesday, February 18 | HUB Social Hall East | noon–1 p.m.

Do you know how you'll pay yourself in retirement? There are lots of considerations—including tax implications—that can affect your income. TIAA's workshop leader will help you:

- Understand the basic rules governing most common retirement accounts
 - Gain perspective on when to withdraw different assets
 - Discover the income choices TIAA offers
-

Within Reach: Transitioning From Career to Retirement

Presented by Heidi Duckworth, TIAA

Tuesday, February 18 | HUB side room 201 | 6–7 p.m.

It's time to retire. Now what? TIAA's workshop leader will help you imagine your ideal retirement and plan for how to make the most of it. From income options to taxes to health insurance, you need to be prepared to address your evolving goals.

- How to pay yourself once you're no longer receiving a paycheck
 - Other considerations—like taxes, healthcare and estate planning
 - What retirement may look like, financially and emotionally
-

TIAA Individual Counseling Sessions

A TIAA representative will be on-campus, in the **HUB Mary Dickinson Room**, during the spring semester on:

- Wednesday, February 5
- Wednesday, March 18
- Tuesday, April 7
- Tuesday, May 12

To schedule a personal meeting with TIAA, please visit www.tiaa.org/moc or call 1-800-842-2010. Appointments may be scheduled with TIAA between 8 a.m.–5 p.m. on the date listed above.

Fidelity Investments

AMERICAN SAVES WEEK (FEBRUARY 24-29)

During America Saves Week, why not take the opportunity to expand your financial knowledge, gain some new insights, or just brush up on the basics? Join Fidelity for a complimentary curriculum of workshops on a range of topics, from managing finances to college planning strategies and learning to invest with confidence. **Preview this list of online workshops offered**, and attend one or sign up for several. Register early as space is limited. Log-on to NetBenefits.Fidelity.com/livewebmeetings to sign up now!

HealthAdvocate—9 WAYS TO PROTECT YOUR HEART, STARTING NOW

You might not read about it in the daily news, but the fact is, heart disease remains the leading cause of death in the U.S. While some people are born with heart disease, there are many risk factors—from being overweight to having high blood pressure—that can be controlled or modified through lifestyle changes or medications, reducing your chances of developing heart disease. Make 2020 your year to take steps to protect your heart! Step one: talk to your doctor about your personal risks. And consider taking these heart-healthy actions, remembering that it's never too early or too late to get started!

- Strive for a healthy weight
- Control your medical conditions
- If you smoke, quit—and avoid secondhand smoke too!
- Don't ignore snoring
- Family history of heart disease puts you at risk. Talk to your doctor.
- Choose nutrient-rich foods
- Tame your stress
- Limit alcohol
- Watch creeping weight gain

For more information and to read the complete article, [click here](#). Source: [HealthAdvocate Blog](#)

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

Aetna Individual Consultations

Aetna Representative: Jean Enders

HUB Mary Dickinson Room

Friday, March 20 | 10:30 a.m.–3 p.m. and Thursday, May 14 | 12:30–4:30 p.m.

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, pharmacy information and resource tools.

Community Events & Announcements



MONEY IN YOUR POCKET

2019 Tax Preparation Assistance & MyFreeTaxes.com

Money In Your Pocket—a free, onsite tax preparation assistance program—will be available at Dickinson College in Althouse 204 on Mondays, February 3 through March 2 from 4:15–6:30 p.m., by appointment only for those in the Carlisle community with **income up to \$56,000 per year**. Anyone interested in this free service should **schedule an appointment** and arrive with their W2 forms, original social security card (for all listed on your tax return) and a valid picture ID card (driver's license/passport/military id). An appointment is required for this free service.

To make an appointment for the Money in Your Pocket tax preparation services at Dickinson College, please call 717-254-8781. For more information or assistance, please call 717-724-4077 or send an email to miyp@uwcr.org.



Would you like to prepare your own taxes online for free? If you earned up to \$66,000 in 2019 as an individual or as a family, then MyFreeTaxes may be able to assist you with filing your 2019 tax returns. MyFreeTaxes.com is a free service offered that helps you file your federal and state income taxes online, safely and quickly! The information and documents needed for this tax preparation service are: social security number or tax identification number; W2 forms, 1099s, 1098s and other income forms; childcare provider name/address/and tax ID; bank routing and account numbers for checking and savings accounts. This valuable service is offered nationwide, through a partnership between HR Block and United Way. To access this opportunity for assistance, please call 1-855-My-Tx-Help (or 1-855-698-9435) or visit www.myfreetaxes.com.

HERSHEYPARK

2020 HERSHEY PARK DISCOUNT TICKET SALES

Discounted HERSHEY PARK tickets are available for advance purchase to Dickinson students and employees through Campus Life and Human Resource Services at the special rates listed below. Tickets must be requested and paid for by March 6, 2020.

They are valid during the summer 2020 HERSHEY PARK regular operating season, beginning on Friday, May 1 and continuing through Sunday, September 27. Checks should be made payable to Dickinson College. For details, call ext. 8084 or send an e-mail to hrservices@dickinson.edu.

Special ticket price is only available within this special-order period through March 6, 2020!

\$36.10 + \$.85 amusement tax per admission ticket =
\$36.95 ALL Ages



Save the Date

May 14, 2020 FOR THE CARLISLE
DOWNTOWN MILE!

More information will be coming soon for this annual event.

Nutrition Corner

Courtney Hager, Registered Dietician



3 Ways to Include Whole Grains at Breakfast

Whole grains are a high fiber alternative to refined (often called enriched) grains and simple sugars found in many standard breakfast options. Rather than removing the outer shell of the grain in processing, the grain is left intact. These powerful whole grains contain antioxidants and phytochemicals as well as B vitamins, iron, vitamin E, and magnesium. Research tells us they help in preventing diseases like cancer, diabetes, and heart disease. Breakfast is a perfect time to fit whole grains into your diet with these simple ideas!

1. **Make home-made muesli by combining oats, nuts, seeds, and a bit of oil and cinnamon.** Toast and serve over yogurt with dried fruit. Try this recipe: wholegrainscouncil.org/recipes/lazy-morning-muesli-apple-and-walnut-crumble
2. **Serve quinoa for breakfast (and make leftovers!).** Cook quinoa with cinnamon and cloves. When fully cooked, fluff the quinoa and add dried figs, nuts, milk or plant milk substitute, and honey! wholegrainscouncil.org/recipes/breakfast-quinoa-figs-and-honey
3. **Try a new ingredient in an old favorite with waffles** made with whole corn flour (did you know corn is a grain?), whole wheat flour, and flax meal! Don't have time to make waffles on work days? Pre-make them on the weekend and pop them in the toaster throughout the week for a tasty and nourishing breakfast. Serve this recipe with a glass of milk for a total of over 15 grams of protein! www.bobsredmill.com/recipes/how-to-make/multi-grain-waffles

To know that you are choosing a whole grain product (as opposed to refined or enriched grains), look for the Whole Grain Stamp on the package or check the ingredient list for words like "whole wheat", "whole [other grain name]", or oats/oatmeal.

ENROLL AND SIGN-UP FOR THE BREAKFAST COOKING DEMO

Monday, February 10 | Stern Center Room 102 | 7:30-8:30 a.m.

Professional Development & Wellness Events



WELLNESS
@ DICKINSON

WELLNESS ONLINE

2020 greets us with cold, wintery weather and the responsibilities of our everyday life. Are you challenged with work/life balance, time management, and trying to attend the on-campus programs that are offered—but still would love to earn your 2019-2020 Wellness@Dickinson Incentive? If so, try our online program option, called Wellness Online—accessible via Totara in the Gateway from any computer. By completing the **free biometric screening** offered on-campus or at your personal healthcare provider, the **online Health Risk Assessment** (either Aetna or Health Advocate), and the Wellness Online course in Totara—you will earn your 2020 incentive while taking steps toward a healthier lifestyle this spring!

Spring Semester Fitness Programs— Register NOW!

Enroll and register now in Totara (by clicking the links provided) for the **FREE** spring 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 | noon–1 p.m. | HUB Dance Studio

For questions or assistance with registrations, please send an email to devwell@dickinson.edu or call ext. 1152.

New Fitness Program: Turbo Kick Live

Instructor: Renee Mountz

Tuesdays, beginning February 4–March 31
CPYB Studio #2 | 4:30–5:30 p.m.

FEE: \$40 payable directly to the instructor on first day of session

Turbo Kick is traditional kickboxing moves meets high-intensity interval training (HIIT) meets PARTY for an unbelievable calorie burn. Get ready to have a blast getting into knockout shape—learning hard-hitting combos while torching fat and carving lean muscle in the most empowering class you've ever taken!

Human Trafficking Awareness & Prevention Information and 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 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.

Free Biometric Screenings

Administered by UPMC Pinnacle Carlisle

Thursday, February 13 & March 19
HUB Mary Dickinson Room | 7:30–8:30 a.m.
APPOINTMENTS REQUIRED

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 Healthy Reward incentive in the Holistic Health Incentive Program!

Sleeping Well to Be Well

Presented by UPMC Pinnacle Carlisle

Thursday, February 13 | HUB Social Hall East | noon–1 p.m.

Everyone knows that without a healthy diet your body starves, but did you know without a healthy night's sleep your body starves in a different way? Sleep deprivation has many impacts on your health including your ability to think, memory processes, metabolism, heart health and more. Register and attend this session to learn more!

Free Blood Pressure Screening

Mary Dickinson Room | noon–1 p.m.

Mondays, February 17 & March 16

Walk-ins expected—no appointment needed!

Dancing at Dickinson Spring Semester Sessions

Instructor: Frank Hancock

Tuesdays for Beginners | 6–7 p.m.

Intermediate/Advanced | 7–8 p.m.

February 25, March 3, 10, 17, 24 & 31

Allison Hall Community Room

Instruction includes the foxtrot, tango, cha-cha, and swing dancing. **FEE:** \$30 per person/ \$60 per couple payable directly to the instructor at the first lesson.

RAISE Training for Faculty & Staff

Tuesday, February 18 | HUB Social Hall East | 4:30–5:45 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)!

Faith Zone Training for Faculty and Staff

Thursday, February 27 | Stern Center, Room 102 | noon–1 p.m.

Faith Zone is a workshop that helps you understand and have conversations around world-views, religious traditions, faith practices and meaning-making through interactive learning about yourself, your peers, and your community.

Religious and spiritual identities are as important to some of us as our other social identities, like race, gender, and sexuality. It may often seem invisible, especially at Dickinson, because we don’t tend to discuss it as openly. However, most of us have experienced our religious and/or spiritual identity in one way or the other, which has helped shape (or is still shaping) the way we make meaning in life. So Faith Zone is a space for us to engage in interfaith discussions and help create a more inclusive climate for people across religious and spiritual backgrounds on campus.

OpenSesame

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

- **Inclusivity:** Improve Intercultural Interactions, Working Well with Everyone
- **Technology:** Sharpen Your Skills in Microsoft Applications
- **Supervisory:** Coaching Skills, Help Your Employees Use Their Time Wisely
- **Business Skills:** Email & Phone Etiquette, Writing Skills, Customer Service
- **First Aid:** Bites, Cuts & Scrapes

New courses are added frequently. Check back often!

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

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTHS OF DECEMBER AND JANUARY

Congratulations to MIRANDA BOBROWSKI, *Psychology* and BETH BACHMAN, *Enterprise Systems*; for being the Physical Wellness incentive prize winners for the months of December and January for participation in exercise/fitness programs in **NOVEMBER AND DECEMBER**. 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

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