



## Healthy Summer Tips from Health America

### Soaking Up Some Rays?

When the sun heats up, head for cover and protect yourself from the dangers of overexposure to ultraviolet (UV) radiation. You have probably heard that we need some sunshine to absorb vitamin D, but too much can be dangerous. Overexposure can lead to skin cancer, cataracts, and immune system suppression. Getting too much sunshine can also cause wrinkles and aging of the skin. The U.S. Environmental Protection Agency (EPA) recommends taking the following action steps every day to protect yourself:

#### • Limit Time in the Midday Sun:

The sun's rays are the strongest between 10 a.m. and 4 p.m. Limit exposure during this time whenever possible.

#### • Seek Shade:

Find a shady spot whenever possible. Remember the shadow rule: No shadow, seek shade!

#### • Always Use Sunscreen:

Cover all exposed skin with a Sun Protective Factor (SPF) of at least 15 or higher. Reapply every two hours, even on overcast days.

#### • Wear a Hat:

A hat with a wide brim offers good sun protection to your eyes, ears, face, and the back of your neck.

#### • Cover Up:

Covering up with tightly woven, loose-fitting and full length clothing is a good way to protect your skin from UV rays.

#### • Wear Sunglasses:

Check the label when buying sunglasses to ensure that they provide 99 to 100 percent UVA and UVB protection.

#### • Avoid Sunlamps and Tanning Parlors:

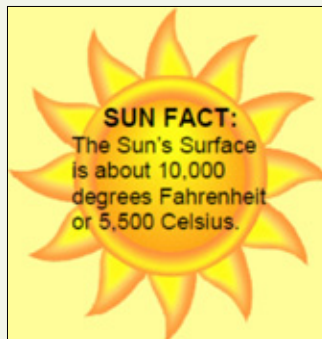
The light source from sun beds and sun lamps damages the skin and unprotected eyes.

#### • Watch for the UV Index:

The Index predicts UV intensity levels on a scale of 1 to 11+, where 1 indicates a low risk of overexposure and 11+ signifies an extreme risk. The UV Index is issued daily

nationwide. You can check the UV Index at [www.epa.gov/sunwise/uvindex.html](http://www.epa.gov/sunwise/uvindex.html) before heading outdoors.

Enjoy the beautiful outdoors without increasing your exposure to harmful UV radiation. You can learn more about UV safety at [www.epa.gov/sunwise](http://www.epa.gov/sunwise).



### Summer Picnic Reminder

The 2012 annual summer picnic will be held on Friday, August 10 at North Middleton Park from 4:30-7:30 p.m. Each year, the picnic offers delicious food and a variety of games and entertainment for all who attend. This year's picnic activities include the return of the Dunk Tank, a Bounce House for adults & kids, and also the duo of Ruffles & Pinky with balloons and face-painting along with Bingo and a few other surprises.



# Too Bright, Got To Wear Shades...

Sunglasses are often thought of as an accessory, but not only can this eyewear be fashionable, it can also serve a greater purpose of eye protection. Over time, the effects of UV rays may help cause a number of eye problems. UV rays come from many directions. They can come directly from the sun, but they are also reflected from the ground, water, sand, snow, and other bright surfaces. Prevent Blindness America recommends protecting your eyes from the sun by wearing a wide-brimmed hat or cap and using eyewear that absorbs UV rays. All types of eyewear, including prescription and nonprescription glasses, contact lenses, and lens implants should absorb UVA and UVB rays. Choose sunglasses that:

- Reduce glare
- Filter 99 to 100 percent of UVA and UVB rays
- Protect your eyes
- Are comfortable
- Do not distort colors

Children do not have the same ability as adults to protect against UV radiation, so cover their eyes with sunglasses too.



# Grilling Outside the Box

Grilling is a summer staple, but don't limit your grilling items to meat, poultry and fish. Try grilling vegetables and fruits this season. Use these helpful tips the next time you grill.

## Bell Pepper

Cut in half, remove the seeds and stem; brush lightly with olive oil and grill for 2-3 minutes on each side.

## Eggplant

Cut in disks and soak in water for half an hour, pat dry, brush lightly with olive oil and grill for 2-3 minutes on each side.

## Mushroom

Clean well, pat dry and brush lightly with olive oil and grill 5-8 minutes depending upon size.

## Onion

Cut in half inch slices, remove outer skin, brush lightly with olive oil and grill 3-4 minutes.

## Pineapple

Cut in slices or disks, remove the core and outer skin. Brush with lemon juice or honey, grill for 2-3 minutes on each side.

## Tomatoes

Cut in half top to bottom, brush lightly with olive oil and grill cut side down for 2-3 minutes.

Grilled vegetables and fruits can add color and flavor to your table this summer. These items are so tasty that you may just forget that they are healthy.

Sources: [www.ehow.com/pineapple](http://www.ehow.com/pineapple);  
[www.about.com/grilledvegetables](http://www.about.com/grilledvegetables)



# Benefits Information and Reminders

## Dickinson College Retirement Plan Investments Notice

*Notice to All employees participating or eligible to participate in the Dickinson College Retirement Plan*

In August, a new Department of Labor regulation is expected to take effect to help you make more informed decisions about your RETIREMENT investments. Dickinson wants to make sure you have all the information you need to take full advantage of retirement plan options for both TIAA- CREF Financial Services and Fidelity Investments. During the month of August you should receive important information via email if you regularly have access to PC or a hard copy by mail if you do not work in an office.

**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 or more information, please contact Human Resource Services at ext. 1503 or via email to [hrrservices@dickinson.edu](mailto:hrrservices@dickinson.edu).

## Flexible Spending Reminder



For all questions regarding claims, receipt substantiations and general inquiries, please contact Customer Service at 1-800-503-9098.

You can track your FSA accounts online by logging on to [www.BenefitsPaymentSystem.com](http://www.BenefitsPaymentSystem.com).

All claims and receipt substantiations can be submitted via email to [nngg\\_cs@healthsmart.com](mailto:nngg_cs@healthsmart.com), faxed to 1-877-587-4434, or mailed to:

Health Smart Benefit Solutions  
P.O. Box 3262  
Charleston, WV 25301

**\* Please note any mail sent to the existing Newnan address will be forwarded by the Post Office to the Charleston, West Virginia office automatically for 12 months.**

## Change in Carrier for Employer Group Life, A,D & D and Insurance Program

Effective July 1, 2012, CIGNA Group Insurance replaced The Standard as the college's group insurance carrier for employer life, accidental death and dismemberment insurance. This program which is facilitated through the Shared Services Consortium provides programs which are paid entirely by the college for eligible participants. Coverage levels for participants in these plans will remain the same and no action will be required on the part of participants. The change to CIGNA is based on more favorable premium rates and several value added features. Further details will be forthcoming.

# Benefits Information and Reminders

## Personal Retirement Counseling Sessions

Having a strong financial retirement future has a lot to do with the choices you make today. Fidelity and TIAA CREF investment counselors will be on campus as noted below. We encourage you to schedule an appointment to discuss your investment options and diversification strategies.



### TIAA-CREF Individual Counseling Sessions

A TIAA-CREF representative will be on-campus during the months of September through November on:

<b>Wednesday, August 15</b>	Old West, Room 1 (lower level)
<b>Thursday, September 13</b>	HR Annex Conference Room, 61 N. West Street
<b>Thursday, October 11</b>	HR Annex Conference Room, 61 N. West Street
<b>Thursday, November 15</b>	HR Annex Conference Room, 61 N. West Street

To schedule a personal meeting with TIAA-CREF, please visit [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or call 1-800-842-2010. Appointments may be scheduled with TIAA-CREF between 9 a.m.-5 p.m. on the dates listed above.



### Fidelity Individual Counseling Sessions

A Fidelity representative will be available during the month of August on:

**Thursday, August 16** HUB side room 201

To schedule a personal meeting with Fidelity, please visit [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations) or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m.-5 p.m.

# Carlisle Community Events & Reminders

## Save the Date!

**United Way Days of Caring**  
For the benefit of the greater Carlisle Community...

Friday, October 12 or  
Saturday, October 13  
8 a.m.-noon

For more information, send an email to Steve Riccio at [riccios@dickinson.edu](mailto:riccios@dickinson.edu).



### Member-to-Member Keycard Discount Program

promotes buying local to support member businesses. Business members participating in the program offer discounts or specials to keycard holders who

present the card in advance of a purchase. Approximately 70 local businesses participate and currently offer great discounts or specials under this program. Just show your Keycard and let the savings begin! Greater Carlisle Area Chamber of Commerce Discount key cards are available for pick-up at several locations on campus including Human Resource Services, Dining Services office, Facilities Management office and the Reception Desk in the HUB. For more details or for a listing of all of the discounts available to keycard holders please visit the Chamber Of Commerce Web site at: <http://business.carlislechamber.org/hotdeals/>

# Technology Tips

## New Printers on Campus – Toshiba and Lexmark

Before you can print you must change the default printer on your computer.

[http://lis.dickinson.edu/Technology/Training/Tutorials/Network/printers/change\\_default.pdf](http://lis.dickinson.edu/Technology/Training/Tutorials/Network/printers/change_default.pdf)

## Quick Facts and Questions

Looking for step by step instructions & answers to questions?

<http://lis.dickinson.edu/Technology/Training/Tutorials/Network/printers/faqs.html>

# Gym Membership Discount/Reimbursement Policy

During the 2011-2012 fiscal year, all full-time and part-time employees were eligible to receive a 25% reimbursement of their monthly gym membership fees based on the gym selection of their choice to encourage a healthier lifestyle for all employees. Effective July 1, 2012, we increased the reimbursement amount to 50% of the monthly gym membership fee or a maximum of \$30 per month. To qualify for reimbursement, employees must obtain proof of their monthly membership fee and their quarterly attendance from the gym membership office showing an attendance rate equal to 30 or more sessions per quarter. Documentation must be forwarded to [Jeanette Diamond](#) in Human Resource Services. Quarters are based on the time periods of January-March, April-June, July-September and October-December. For more details contact [Steve Riccio](#), Human Resource Services. *Note: Personal training sessions are not included in the gym membership discount program.*



## Carlisle Family YMCA

311 South West Street

Carlisle, PA 17013

(717) 243-2525

Dickinson employees are welcome at the YMCA which offers exciting onsite programming that includes a variety of fitness classes, workshops and nutritional coaching. Some of the member benefits include:

- 25-yard, 8-lane competitive size indoor swimming pool
- Basketball, racquetball and squash courts
- Youth fitness center for ages 7-12

- Adult fitness center for ages 13 and up
- FREE!!!! Personal fitness counseling
- Cutting edge fitness classes
- Exclusive members-only programs for every member of the family

Special pricing is offered for both individuals and families. For more information please visit [www.CarlisleFamilyYMCA.org](http://www.CarlisleFamilyYMCA.org) or call (717) 243-2525.

Remember to identify yourself as a Dickinson College employee to receive the best discounted pricing available.



## Gold's Gym Membership

Dickinson employees enjoy the following benefits at Gold's Carlisle and Chambersburg locations:

- 50% off enrollment fee - only \$49 down
- \$24.99 per month membership fee
- No contract, all rates are monthly
- Fee reimbursement per Dickinson's policy
- Group Exercise classes for Cycling, Pilates, Yoga, Zumba and more
- Add daycare or unlimited tanning for only \$10 per month extra

# Professional Development and Wellness Events

For detailed information about any of these programs, go to the Events Registration System in the CLIQ application via the employee Gateway (<http://gateway.dickinson.edu>), e-mail us at [devwell@dickinson.edu](mailto:devwell@dickinson.edu), or call ext. 1503.

## Learning Lunch: What Matters Most

*Presented by Mike Greene,  
Integrity Works Consulting*

**Thursday, August 9  
HUB Social Hall West  
noon-1:15 p.m.**

Is your life's calendar honoring what matters most? Are you devoting more time to tasks than people? Are you excelling in one or two areas in life at the expense of something else more important? Mike Greene of Integrity Works Coaching will present 5 key principles to help prioritize your life. They are:

- Proper planning promotes peak performance
- The power and leverage on proper accountability
- Live with less stress, improved energy and focus
- Determine and honor the big rocks in your life
- Balance-career, family, community, health, spirit

*(HHIP: Professional Development  
or Emotional Wellness)*

## Roundtable Conversation: Challenges in Higher Education

*Presented by Brenda Bretz, Associate  
Provost & Walt Chromiak, Retired  
Associate Provost*

**Thursday, August 16  
Stern Center, room 102 | 8-9:15 a.m.**

In addition to classroom-based and online training, supervisors can learn as much, if not more, from their peers from other departments and divisions. This new learning format invites all supervisors to monthly breakfast discussions on important topics and issues based on the needs and interests of those serving in management roles. This design also provides opportunities for supervisors to build valuable relationships with colleagues across campus. Please plan to attend the August 16 Roundtable Conversation!

*(HHIP: Professional Development)*

## Preventing Workplace Harassment

*Presented by Dana Scaduto,  
General Counsel*

**Althouse 106**

Dickinson College is committed to providing a supportive working environment for all employees. This program reflects our obligation to provide a hostile-free work environment for all Dickinson employees and students. As of February 2012, all employees of the college must complete the Preventing Workplace Harassment training program each year. The August 2012 session options are listed below and will be held in Althouse 106:

### Non-supervisory session

*Date: Tuesday, August 21*

*Time: 11 a.m.-noon*

### Faculty, Administrative & Supervisory session

*Date: Tuesday, August 21*

*Time: 2-3:30 p.m.*

*(HHIP: Professional Development)*

## Inside Dickinson: Admissions

*Presented by the Admissions Staff*

**Thursday, September 4**

**Admissions Conference Room**

**noon-1:15 pm.**

To be more effective in carrying out our own work responsibilities, we must be knowledgeable of the services that are offered by our colleagues across campus. Inside Dickinson is an opportunity to learn how various departments support the academic mission of the college.

*(HHIP: Intellectual Wellness)*

## Emergency Preparedness: What to Do in Case of a Campus Emergency

*Presented by the Department of  
Public Safety*

**DPS Conference Room,  
Kaufman Building**

**Thursday, September 6**

**noon - 1 p.m.**

We have become all too familiar with campus tragedies that have received

headlines over the last few years. But it will never happen here at Dickinson College...Right? The best action any of us can take to avoid or limit the severity of a campus incident is preparation. Join officers of the Department of Public Safety as they walk the audience through potential scenarios that could occur on campus and how you can prepare if these instances were ever to take place.  
*(HHIP: Professional Development)*

## Budget Officer Training

*Presented by Margaret Stafford*

**Monday, September 10**

**South College Classroom 212-214  
(upper level)**

**10-11:30 a.m.**

This workshop is designed to help new and current budget officers and/or their designated proxies understand and monitor their assigned budgets and restricted funds. Included topics are:

- Definition of key budget concepts
- Explanation of budget coding and processes on campus
- Accessing and reading budgets in Banner Self-Service
- Management of budgets and monies from other sources (restricted funds)

*(HHIP: Professional Development)*

## Purchasing Card Reconciliation Training

*Presented by Miriam McMechen*

**Thursday, September 6**

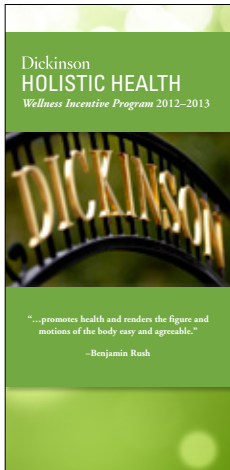
**South College Classroom 212-214  
(upper level) | 1:30-3 p.m.**

If you are a Dickinson College purchasing cardholder or the proxy for a cardholder, please plan to attend this session for training or as a refresher course. Use of the card and online transaction coding will be covered. Participants should bring their log-in information and any questions to the class.

*(HHIP: Professional Development)*

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## Holistic Health Incentive Program

2012-2013 marks the fifth year that the Holistic Health Incentive Program is part of the wellness program at Dickinson. It continues to be offered to all full-time and part-time employees. Between July 1,

2012 and June 30, 2013, employees are able to earn reward points through their participation in each component of our wellness programming:

- Physical Wellness
- Nutrition
- Preventative Health Screens
- Intellectual Wellness
- Emotional Wellness

Three levels of rewards have been established for this program ranging from \$100 to \$500 gift cards. The 2012-2013 booklets will be available soon. Employees interested in receiving a booklet that outlines the Holistic Health program while tracking progress can e-mail us at [devwell@dickinson.edu](mailto:devwell@dickinson.edu) or by call ext. 1503.

## Free Blood Pressure Screenings!

Offered by Bonnie Berk  
Mary Dickinson Room/HUB  
noon-1 p.m.

No registration required – just walk-in!  
Monday dates for 2012-2013  
2012:

August 20, September 17, October 15,  
November 19, December 17

2013: January 21, February 18, March  
18, April 15, May 20, June 17

## Weight Watchers– 12-week program

Wednesdays beginning September 5  
through Tuesday, November 20\*  
HUB side rooms 205-206  
noon-1 p.m.

The PointsPlus program incorporates the best and the latest in nutritional science and research and 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. Point values calculated are based on the 4 major nutrients – protein, fat, carbohydrates and fiber and how they are each converted to energy in the body. In other words – all calories are not created equal!

Weight Watchers members will receive a daily PointsPlus Target and then choose foods that will have a PointsPlus value. Weight loss occurs by choosing foods and portion sizes and sticking to your Target. Activity is encouraged and the pillars of behavior modification and group support are incorporated into the program.

We look forward to becoming partners in wellness that will combine Weight Watchers knowledge and expertise with member efforts. Pre-registration is requested.  
(HHIP: Nutrition)

\*In observance of Thanksgiving Day, there will be no meeting held on Wednesday, November 21. The last meeting date may change to Wednesday, November 28, pending confirmation with Weight Watchers.

## ZUMBA!

Instructor: Danielle Vigilante Webb  
Mondays beginning August 27  
through October 15  
HUB Dance Studio | 5-6 p.m.  
(HHIP: Physical Wellness)

## Pilates

Jenni Moore, Certified Pilates Instructor  
Mondays and Wednesdays beginning  
August 20 and August 22  
Central PA Youth Ballet – Studio #4  
4:30-5:30 p.m.  
(HHIP: Physical Wellness)

## Tai Chi

Instructor: Juli McGreevy  
Mondays beginning August 20  
through October 8  
HUB Dance Studio | noon-1 p.m.  
(HHIP: Physical Wellness or Emotional  
Wellness)

## Sports Yoga

Instructor: Jim Mader, Carlisle Family  
YMCA  
Tuesdays beginning August 21  
Central PA Youth Ballet – Studio #4  
4:30-5:30 p.m.  
(HHIP: Physical Wellness)

## Vinyasa Flow Yoga

Instructor: Claire Bowen  
Wednesdays beginning August 22  
HUB Dance Studio | noon-1 p.m.  
(HHIP: Physical Wellness)

## QiYoga

Instructor: Bonnie Berk, RN, MS,  
E-RYT  
Thursdays beginning August 23  
Central PA Youth Ballet – Studio #4  
4:30-5:30 p.m.  
(HHIP: Physical Wellness or  
Emotional Wellness)

## Dynamic Fusion-NEW!

Jenni Moore, Certified Pilates Instructor  
Fridays beginning August 24  
HUB Dance Studio | noon-1 p.m.  
(HHIP: Physical Wellness)

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## NEW PROGRAM: Marathon in a Month!

*Yes, it's true. We can all finish a marathon (26.2 miles) within one month!*

Fall is the perfect time to begin a walking program as we head into the cooler temperatures and the sizzle of summer's sweltering heat drifts away on the late summer breezes. This walking program is designed for individuals who are looking to achieve a baseline fitness level. The goal is to complete the distance of a marathon within a thirty day time period... That is less than one mile a day. Completing Marathon in a Month counts as ten (10) points per month (up to four months) in the 2012-2013 Holistic Health Incentive Program (HHIP). Each month one lucky participant will receive a \$25 Visa gift card!

Please submit your results at the end of each month to [devwell@dickinson.edu](mailto:devwell@dickinson.edu).

*Note: It is highly recommended that you consult with your physician before beginning any physical fitness routine. Also, avoid walking on days of extreme weather.*

The flyer features a green background with a photo of a park path. It includes the Dickinson Human Resource Services logo, the title 'MARATHON IN A MONTH', and detailed program information. A map shows the walking routes for three weeks. The text states: 'You, it's true. We can all finish a marathon (26.2 miles) within one month. This walking program is designed for individuals who are looking to achieve a baseline fitness level. The goal is to complete the distance of a marathon within a thirty day time period... Less than one mile a day.' It also mentions that completing the program counts as ten points in the HHIP and that a \$25 Visa gift card will be awarded to one lucky participant each month. A note at the bottom of the flyer reads: 'Note: It is highly recommended that you consult with your physician before beginning any physical fitness routine. Also, avoid walking on days of extreme weather.'

## NEW EFFECTIVE JULY 1, 2012: Transformation Boot Camp Monthly Pass Program



TRANSFORMATION TRAINING & FITNESS  
400 E. North Street, Carlisle, PA 17013  
(717) 609-0799

*Instructor: Kirk Ream*  
**369 E. North Street, Suite 3,  
Carlisle**

Transformation Boot Camp is a fun-filled, fast-paced class that will not only help you feel and look better but will improve the way you move. Using a variety of exercise equipment including stability balls, medicine balls, resistance tubing and bands, participants will be engaged in activities that are designed to improve the strength, balance, coordination and performance of individuals at any exercise level. Come and enjoy the fitness difference of Transformation Boot Camp! Register directly with Transformation Training & Fitness by calling 717-609-0799 or send an e-mail to [mailbox@transformation-training.net](mailto:mailbox@transformation-training.net).

### Special Dickinson Monthly Pass Fees:

- \$30 for 4 x's per month
- \$45 for 8 x's per month
- \$57 for 12 x's per month
- \$75 for 16 x's per month
- \$99 for unlimited access each month

### Reimbursement & Eligibility:

\$30 per month or up to \$360 annually based on the college's 75% attendance policy for wellness programs. For questions or more information on this exciting new monthly pass program, please send an email to [devwell@dickinson.edu](mailto:devwell@dickinson.edu).

# Dickinson

Professional Development and Wellness at Dickinson College, HR Services  
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