

Vitality

A Human Resource Services Publication
Dickinson College



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Day of Caring – Dickinson Volunteers provide Community Service!

The United Way Day of Caring was a success with a total of 55 students and employees volunteering at ten participating United Way agencies throughout Carlisle. The Day of Caring served as an opportunity for volunteers to become more familiar with the agencies involved and also provided time for participants to get acquainted with fellow Dickinsonians. The community service afforded a positive impact on the lives of hundreds of people in the Carlisle area. United Way and the agencies involved in this year's event appreciate all of the volunteering efforts and hope to see everyone participate again next year!

Request for Feedback: Dickinson "How To" Guide

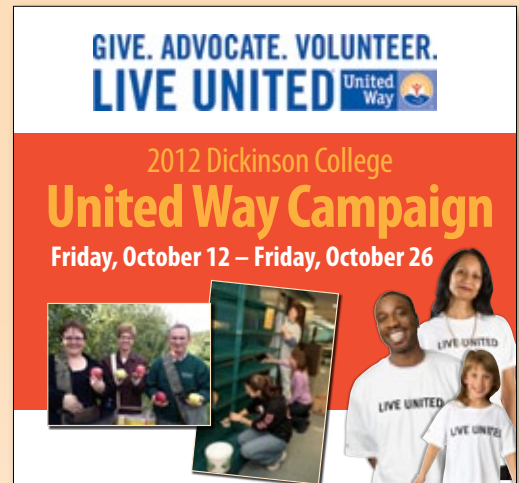
In 2010, the Dickinson "How To" Guide was created by the President's Support Staff Forum to inform both new and current Dickinson employees on college services, policies, forms, and events. A task force has recently been established to review and improve the current site to reflect changes which have occurred since the guide was first created. The task force would like your input to assist with this process. To access the Dickinson "How To" Guide, please go to: <http://www.dickinson.edu/about/offices/dickinson-guide/dickinson-how-to-guide/>

Comments and suggestions can be e-mailed to Amy Miller, Cashier's Office at milleamy@dickinson.edu.



Dickinson's United Way Campaign for 2012

The United Way of Carlisle and Cumberland County provides programming for 27 partnering agencies and 44 programs in the community. These agencies rely on United Way funds to support their initiatives – directly impacting thousands of lives through education, financial and health-related services. This year's campaign ended on October 26; however, the college is still accepting pledge forms throughout the month of November. The 2012 campaign goals for Dickinson included raising \$45,000 and a participation level of 150 employee donors. To



contribute in this year's campaign, please submit your pledge forms through interoffice mail to:

Miriam McMechen, Old West

Thanks to everyone who contributed to this year's campaign, and the results will be included in next month's report.



2013 Winterfest ~ Save the Date!

The annual Winterfest celebration is scheduled for Saturday, January 5, 2013 from 5:30-10 p.m. at the Radisson Penn Harris Hotel & Convention Center in Camp Hill. Invitations will be sent very soon. Tickets will go on sale later during the month of November and continue to be available through Friday, December 14. More Details will be shared in the December issue of Vitality!

Group Life, AD&D, & LTD Insurance Certificates of Coverage

Eligible employees may access the Group Life, Accidental Death & Dismemberment, & Long Term Disability Insurance Certificates of Coverage provided by CIGNA via the Employee tab on the employee Gateway. These certificates describe the benefits and basic provisions of your coverage. A hardcopy can be requested by contacting Human Resource Services, or may be viewed online at:

<http://www.dickinson.edu/about/offices/human-resource-services/content/CIGNA-Group-Life,-AD-and-D,-and-LTD-Insurance-Certificates-of-Coverage/>

Emeriti 2011 Summary Annual Report

The 2011 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, 2011 through December 31, 2011. You may print and or view a PDF version of this report at <http://www.dickinson.edu/about/offices/human-resource-services/content/Summary-Plan-Descriptions/> 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 2011 Summary Annual Reports

The 2011 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, 2011 through December 31, 2011. You may print and or view a PDF version of this report at <http://www.dickinson.edu/about/offices/human-resource-services/content/Summary-Plan-Descriptions/> 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

TIAA-CREF Individual Counseling Sessions



A TIAA-CREF representative will be on-campus during the month of November on:

Thursday, November 15

HR Annex Conference Room, 61 N. West Street

To schedule a personal meeting with TIAA-CREF, please visit www.tiaa-cref.org/moc or call 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 December on:



Thursday, December 6

HR Annex Conference Room
61 N. West Street

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

Hurricane Sandy Assistance....

Full time employees of the college are reminded that Health Advocate is available to assist those affected by Hurricane Sandy with a range of issues including access to medical, pharmacy and other related healthcare services. Moreover, they can help with insurance-related claims issues should they arise. Health Advocate can locate Work/Life services including childcare, financial assistance and more. During this challenging time, full-time employees needing assistance should contact Health Advocate at 866-695-8622 or via e-mail at answers@HealthAdvocate.com.



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, or call ext. 1503.

Blood Pressure Screening – FREE

Provided by Bonnie Berk, R.N.
Monday, November 19
Mary Dickinson Room, HUB
Noon-1 p.m.

Free monthly blood pressure screenings are available the second Monday of each month from noon-1 p.m. in the Mary Dickinson Room of the HUB.



Healthy Holiday Eating

Presented by Chris Rudy, RD LDN
Monday, December 3
HUB Social Hall West
Noon-1 p.m.

Are you wondering how you will maintain or reach your health goals during the holiday season? Come and learn healthy ways to navigate holiday parties and meals as well as get nutritious menu options to provide at your own holiday get-together. Light lunch provided.

Seasonal Affective Disorder

Presented by Rebekah Feeser PhD,
Franco Psychological Associates
Friday, December 7
Stern Center, room 102
Noon-1 p.m.

Wanting to hibernate during the shorter days of Winter? Feeling out of step with the hubbub of the approaching holiday season? While these symptoms may reflect your internal (and understandable) “push back” to the dizzying number of tasks and activities associated with the end of the year, they may also be signs of Seasonal Affective Disorder (SAD) or Winter Depression. Join us for this interactive workshop that will help you make sense out of your particular symptoms and offer tools for re-establishing a healthier rhythm in your life.

Live Well Biometric Health Screening – Free!

Administered by Carlisle Regional Medical Center

Thursday, December 6
HUB side rooms 201-203
7:30-9:30 a.m.

The Live Well Health Screen is an easy, cost-effective way to find out if you may have current or potential health problems, allowing you to take action with your physician to improve your future health. These health screenings include blood tests that may detect heart disease, diabetes, anemia, gout, leukemia, liver and kidney diseases. Your results will be mailed to you within three weeks of the screening. The Live Well Screening includes Glucose, BUN, Creatinine, Sodium, Potassium, Chloride, Calcium, Phosphorus, ALT, AST, Alkaline Phosphatase, Total Bilirubin, Total Protein, Albumin, Uric Acid, Cholesterol, Triglyceride, LDL, HDL, Iron and a CBC (Complete Blood Count). Fasting for 10 hours prior to appointment is required for the most accurate screening results. (Medication with water is permitted.)

Other optional screening tests available at \$5 per screening option include:

- Thyroid (TSH) screening
- B12 screening
- Ferritin
- Hemoglobin A1C screening (HbA1C for diabetes)
- PSA screening
(for Prostate Cancer ~ males only)

Fees for optional tests may be paid with cash or check payable to Dickinson College at the screening. Registration is requested by Thursday, November 29.

Therapeutic Massage

Provided by Camille Baughman
& Associates
Thursday, December 13
Memorial Hall, Old West
By appointment only
from 9 a.m. – 5 p.m.

Therapeutic massages will be provided by Camille Baughman of Camille Baughman & Associates between 9 a.m. – 5 p.m., with the last appointment beginning at 4:30 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 \$10 co-pay due at the appointment. Participation is limited to one session per employee. Privacy screens will be in place. Pre-registration and an appointment are required. ~ Space is limited ~



Food and Mood



Chris Rudy, RD LDN
Dickinson College Wellness Center

According to research what you eat, or don't eat, can affect your mood and has been shown to either increase or decrease depression symptoms. Most people are aware that their dietary habits do affect their physical health but are not always conscious how their dietary choices affect their mental health. Here are some tips for increasing your mood through food.

1. Eat breakfast.

According to research, eating breakfast leads to improved mood along with better memory, more energy throughout the day, and feelings of calmness. Choose foods with lots of fiber and nutrients, like whole grain breads, cereals, and fruits. Pick lean protein choices like eggs, and low fat milk, yogurt and cheese.

2. Eat adequate complex carbohydrates.

The connection between carbohydrates and mood is associated with tryptophan. Tryptophan is found in protein-rich foods like turkey and dairy products. As more tryptophan enters the brain, more serotonin is synthesized in the brain, and mood tends to improve. Serotonin, known as a mood regulator, is made naturally in the brain from tryptophan. An intake of carbohydrate-rich foods can increase the amount of serotonin produced by the brain, by acting as a serotonin-production inducer. It's important to eat complex carbohydrate choices like whole grains, fruits, vegetables, and legumes, which also contribute important nutrients and fiber.

3. Look for ways to increase omega-3 fats.

Research shows that omega-3 polyunsaturated fatty acids (found in fatty fish, flaxseed, and walnuts) may help protect against depression. Omega-3s appear to affect neurotransmitter pathways in the brain. Aim for two to three servings of fish, like salmon and tuna, per week.

4. Pay attention to nutrients.

Getting too little iron can increase depression symptoms like fatigue, and inattention. Iron-rich foods include red meat, egg yolks, dried fruit, beans, liver, and artichokes. Scientists have also found that insufficient thiamine can cause depression symptoms and a poorer mood. Great sources of thiamine are cereal grains, pork, cauliflower, and eggs, and getting enough increases well-being, sociability, and your overall energy level. Equally important: folic acid, which helps fend off depression. Green veggies, oranges, grapefruit, nuts, sprouts, and whole-wheat bread are good sources.



2012-2013 Management Development Program

Now in its sixth year, the Management Development Program is in full swing with the emphasis of the first two sessions being placed on identifying approaches to advance Strategic Plan III among the departments being represented. Future sessions will include examining the legal issues in higher education, conflict resolution skills for supervisors, creating an inclusive work environment, and gaining a stronger perspective on the financing of higher education. Participants in this year's program include:

- Kathy Ballew – Advancement Services
- Christine Baksi – Marketing and Communications
- Dan Confer – Campus Life
- Liz Glynn – Alumni and Parent Engagement
- Greg Moyer – Admissions
- Max Pearlstein – Marketing and Communications
- Pavan Purswani – Campus Life
- Jolene Rabena – Financial Operations
- Margaret Stafford – Financial Operations
- Danielle Vigilante-Webb – Alumni and Parent Engagement



11th Annual CenturyLink Turkey Trot ~ November 22, 2012

For all those loving to squeeze in a breath of fresh air and sunshine on Thanksgiving Day, we encourage you to consider participating in the 11th annual Turkey Trot, sponsored by the Carlisle YMCA and numerous area businesses in the Carlisle Community! The event begins at 9 a.m. on Thanksgiving Day and has a variety of categories and age-based, competitive participant levels. Registration is open through the day of the race, but is required by Monday, November 5 to receive a t-shirt. Proceeds benefit the mission of the Carlisle Family YMCA. For more information or to register for this fun-filled Turkey Trot event, please visit the Carlisle Family YMCA Web site online at <http://www.carlislefamilyymca.org>.

Marathon-in-a-Month: September Winner

Congratulations to Karen Weikel, Registrar's Office, for being the September winner in the monthly Marathon-in-a-Month participant drawing for a \$25 Visa gift card. The Marathon-in-a-Month is a month-long, cumulative walking activity, beginning on the first of each month and running through the last day, to reach a total of 26.2 miles or more for each calendar month. Participants simply walk several days per week on selected or individual walking routes to reach the mileage goal. Mileage must be submitted to Human Resource Services by the fifteenth of each month following completion of the marathon miles (i.e. submit by October 15 for the month of September) to be eligible for the monthly drawings. For more details or to request a form to record your marathon miles, please send an e-mail to devwell@dickinson.edu or call ext. 1026.



Higher Education Leadership Institute of Central Pennsylvania Kicks off in Gettysburg

Growing talent must be recognized as an essential component to the long-term health of colleges and universities. With that in mind, Dickinson College has partnered with Bucknell University and Gettysburg College form a collaborative initiative called the Higher Education Leadership Institute of Central Pennsylvania. Fifteen employees from the three institutions were selected

by senior leaders to participate in this yearlong development program aimed at having participants think more broadly of higher education challenges while developing lasting professional relationships with their colleagues across the cohort.

The program officially started on Friday, October 19 at Gettysburg College which included addressing key contemporary leadership concepts by examining key moments of the Battle of Gettysburg. Throughout the

program, participants will be involved in personal coaching, readings, and self-assessments to support their experience. The next session is scheduled for Friday, November 9 at Bucknell University. Dickinson will host a session on Friday, February 8th which will include a panel discussion led by President Durden and senior officers at the college. Walt Chromiak, retired associate provost, will be the lead facilitator examining the psychology behind being an effective leader.

Dickinson participants for the 2012-2013 program include:

- Dee Danser – Director of Public Safety
- Kathy Marcello – Director of Alumni and Parent Engagement
- Kevin Truman – Director of Infrastructure Systems
- Scott Nobel – Director of Capital Projects, Construction, and Planning
- Michelle Simmons – Editor of the Dickinson Magazine

Employee Compensation Statement

The annual employee compensation statements for 2012 will be available via the Gateway in early-November. Employees without access will receive a paper copy, mailed to their home address. The statement summarizes both the salary and benefits you receive as an employee of Dickinson College. This summary serves as an information tool to assist you in making important decisions for you and your family. Please read the information carefully. If you have any concerns about the statement or questions related to a specific benefit, please contact us at hrservices@dickinson.edu.



Flu Vaccine Reminder...

The Wellness Center and Human Resource Services joined together again this year to offer flu vaccinations to students and faculty/staff on October 25 and November 7. Faculty and staff are reminded that flu vaccines are available at many local pharmacies and also through physician's offices for those who were not able to participate in the on-campus flu clinic.

Influenza vaccine (in-season) is currently covered for members 18 years of age and older who participate in the college's Health America medical insurance by presenting their member ID card at the participating pharmacy. The claim for this service will be processed through the pharmacy benefit. The immunization must be given by a pharmacist who has completed training in vaccine administration.

Health America members can ask their participating pharmacist if he or she administers vaccines or may find a certified pharmacy by visiting the Web site listed below:

<http://healthamerica.coventryhealthcare.com/health-care-solutions/prescription-coverage/pharmacy-locator/index.htm>.



MEDCO and Express Scripts have joined

Medco and Express Scripts recently came together as one company to administer the prescription benefit for Coventry Health Care plans. The combined company is in the process of changing the name on all its communications to Express Scripts. Until the renaming process is complete, you may see both the Medco and Express Scripts name on pharmacy communications and on the Web. It's business as usual for Coventry members. Please continue to refill your prescriptions as you normally would by using your current prescription drug ID card, refill order forms, our website, or the toll-free member services telephone number on your ID card. The name change will not affect pharmacy discounts. For more information go to:

http://www.dickinson.edu/uploadedFiles/about/offices/human-resource-services/content/MEDCO_name%20change%20flyer_members_FINAL.pdf

Value-Added Benefits with CIGNA

All active eligible full-time employees on the Life/Accidental Death & Dismemberment/Long Term Disability plan provided by the college and offered by CIGNA have access to the following Value Added Benefit Programs:

1. Life Assistance Program 24/7 – call us anytime, any day at 800-538-3543, or go online for confidential assistance, information or resources to help resolve life's challenges.
2. Healthy Rewards Program – a discount program for natural supplements, acupuncture, therapeutic massage, chiropractic care, weight management & nutrition, dental and vision and hearing care, tobacco cessation, fitness, and mind/body.
3. Will Preparation Program – provides access to a robust Web site that helps you build state-specific customized wills and other legal documents.
4. CIGNA Assurance Program for Beneficiaries – provides financial, bereavement and legal services to beneficiaries



New Dental Insurance Cards coming soon from United Concordia

United Concordia is planning to reissue new dental insurance cards in late November that will have a new UMI (unique member identifier) for the member identification number. Please note that effective January 1, 2013 members will need to use the UMI number on their new card when calling United Concordia's Customer Service number and using the automated process as well as for registering on My Dental Benefits.

5. Secure Travel – provides emergency medical, financial, legal and communications assistance to covered individuals who travel domestically and internationally regarding injury, illness, death, theft, natural disaster, disease outbreak or terrorism.
6. Identity Theft Program – provides access to personal case managers who give step-by-step assistance and guidance to employees who have had their identity stolen.

Detailed information regarding each program can be found on the Human Resource Services Web site at <http://www.dickinson.edu/about/offices/human-resource-services/content/Insurance-Benefits/#College Paid Benefits>

Professional Development 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, or call ext. 1503.

Dickinson: The Office of LGBTQ Services

Presented by Brian Patchcoski
Thursday, November 15
HUB Side Room 203
Noon-1 p.m.

One-third of the LGBTQ community seriously considers leaving their institution of higher education due to the challenging environment while completing their undergraduate education (Rankin et al., 2010). As of fall 2012, Dickinson College launched a new program in LGBTQ services. LGBTQ and ally faculty and staff involvement is an important component of an LGBTQ offices' growth and success. Come engage with the newly appointed Director of LGBTQ Services at Dickinson and discuss ways that faculty and staff are involved in other offices nationally and how faculty and staff and the new director can begin to foster a relationship as this new initiative grows on campus. Share your ideas, bring your history, and begin to think about how you can support LGBTQ and ally members in the Dickinson community. Beverages provided, please bring your brown bag lunch!

Rankin, S., Blumenfeld, W., Weber, G., and Frazer, S. (2010). State of Higher Education for LGBT People: Campus Pride 2010 National College Climate Survey. Charlotte, NC: Campus Pride.



Preventing Workplace Harassment

Presented by Dana Scaduto, General Counsel & Steve Riccio, Director of Staff Development
Tuesday, November 20

Faculty/Supervisory session:

1:30-3 p.m.

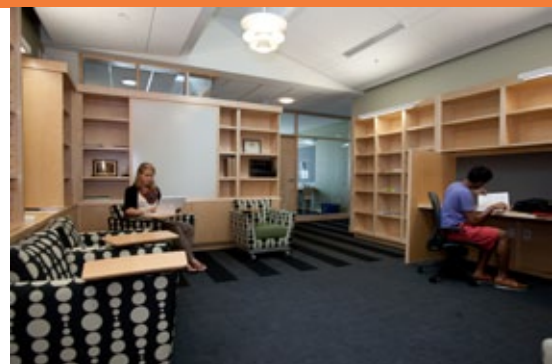
Althouse 106

Non-supervisory session:

11 a.m. - noon

Stern Center Great Room

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we have revised our training approach to further increase the awareness of workplace harassment at the college. Our training requirements have been modified to reflect 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.



Inside Dickinson: Center for Sustainability

Presented by Lindsey Lyons
Thursday, November 29
Kaufman Building, room 190
Noon-1 p.m.

Come tour the Center for Sustainability Education (CSE) in Kaufman Hall. Visit with student interns, meet staff, explore our resource library, and investigate unique sustainable construction and furnishings. A light lunch will be provided as we share ways in which Dickinson College employees can both benefit from and participate in our programs to make Dickinson more sustainable. Sustainability is a major strategic initiative for this college, come find out why and how you can be involved. We'll share some recent highlighted projects and connect with employees on how we can work together.

Dickinson