

## Voluntary Benefit Offerings Coming in February

Dickinson is excited to offer several new voluntary benefit insurance offerings provided by CIGNA and Aflac that include options to purchase coverage for eligible dependents. Detailed enrollment instructions and rates will be sent to eligible employees' homes, email address and/or interoffice mail from CIGNA, Aflac and Human Resource Services in late January–early February regarding the time frame on when to sign up. A summary of these Aflac and CIGNA offerings are shown below:

- **CIGNA's Voluntary Term Life Insurance** provides you with additional financial protection for your family.
- **CIGNA's Voluntary Accidental Death & Dismemberment Insurance** pays a benefit for a covered accident regardless of any disability or life insurance you may have. If you die or are seriously injured as a result of a covered accident or injury, you or your beneficiaries will receive a set amount to help pay for unexpected expenses.
- **Aflac's Voluntary Group Accident Insurance** pays a benefit for the treatment of injuries as the result of a covered accident. Benefits are paid regardless of any other health insurance benefits the insured may receive.

- **Aflac's Voluntary Group Cancer/Critical Illness Insurance** provides a lump-sum benefit payment upon the diagnosis of not only one covered illness, but for each covered illness, to help cover out-of-pocket medical expenses and the costs associated with life-changes following a covered critical illness.

On-campus information sessions will be held during the month of February, with Aflac sessions beginning the week of February 4 and CIGNA sessions beginning the week of February 11. Please plan to attend an information session for explanations and details of each plan, questions and assistance with the enrollment process. For a full listing of information session dates and times, please visit the Human Resource Services Web site at:

[www.dickinson.edu/about/offices/human-resource-services/Human-Resource-Services/New-Voluntary-Benefits-with-Aflac-and-Cigna!-February-2013-Enrollment-Period/](http://www.dickinson.edu/about/offices/human-resource-services/Human-Resource-Services/New-Voluntary-Benefits-with-Aflac-and-Cigna!-February-2013-Enrollment-Period/)

Accident and Critical Illness Insurance is underwritten by Continental American Insurance Company (CAIC), a proud member of the Aflac family. CAIC is not licensed to solicit business in New York, Guam, Puerto Rico, or the Virgin Islands. This is a brief product overview only. Refer to the certificates for complete details, limitations and exclusions. Continental American Insurance Company • Columbia, South Carolina

## W-2 Forms

A printable version of your 2012 W-2 is available in Banner Self-Service by going to the 'Tax Form' section under the 'Employee' tab and choosing 'W2 Year End Earnings Statement'. Hard copies were mailed to employee home addresses on January 25. If your address has changed, please contact Human Resource Services via e-mail at [hrrservices@dickinson.edu](mailto:hrrservices@dickinson.edu). If you have not yet received your W-2, please contact Payroll at [payroll@dickinson.edu](mailto:payroll@dickinson.edu).

## Retirement and Financial Counseling Sessions



### TIAA-CREF Individual Counseling Sessions

A TIAA-CREF representative will be on-campus during the spring semester 2013 on:

- **Thursday, February 28**  
HR Annex conference room  
(61 N. West Street)
- **Tuesday, April 23**  
HR Annex conference room  
(61 N. West Street)
- **Tuesday, May 14**  
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 spring semester on:

- **Tuesday, February 19**  
HUB side room 205
- **Thursday, March 14**  
HR Annex conference room  
(61 N. West Street)
- **Thursday, April 11**  
Mary Dickinson Room, HUB

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.

## Focus on Your Financial Wellness

In a 2012 survey conducted by PricewaterhouseCoopers on financial wellness, 56% of those surveyed reported their stress related to finances has increased in the last 12 months. Human Resource Services will continue to offer a series of workshops in the coming year focused on providing education to help strengthen your own financial wellbeing. Please review and register for one of the upcoming Financial Wellness programs shown below:

### Investing Basics

*Presented by Wells Fargo*

**Wednesday, February 13**

Stern Center, room 102 | Noon–1 p.m.

Did you ever wonder where to begin to organize and plan for the future? Participants will learn the difference between saving vs. investing. Discussion will include types of investments such as a 401(k) plan, asset allocation and more. Plan to attend to increase your return on investments. Beverages will be provided.

### College Funding: From Diapers to Diplomas

*Presented by MetLife*

**Friday, March 29**

McCauley Room, Old West (lower level) | Noon–1 p.m.

This financial wellness workshop is designed to help you manage the major financial decisions involved with sending a child to college. Attendees will learn valuable information about financial planning including the following:

- Section 529 College Savings Plans
- Coverdell Education Savings Accounts
- UGMA/UTMA
- IRAs

### The Amazing Race

*Presented by Wells Fargo*

**Wednesday, April 17**

Classroom 1, Old West (lower level) | Noon–1 p.m.

In these challenging economic times, saving for education, retirement or other financial obligations, such as simply paying and balancing your debts, may be a source of stress and worry. This event covers age group considerations for financial decisions, managing debt, using your plan as a great savings strategy, and investing for retirement. Discussion will include an action plan to get started. Beverages will be provided.

## Summary Annual Reports

Summary Annual Reports for the following have been completed:

- “Hospitalization & Medical,”
- “Accidental Death & Dismemberment & Life Insurance,”
- “Flexcomp Program,”
- “Group Long Term Disability” and
- “Travel Insurance.”

These reports reflect the financial conditions and transactions from July 1, 2011 to June 30, 2012. You may print and/or view a pdf version of this report at [www.dickinson.edu/about/offices/human-resource-services/content/Summary-Plan-Descriptions/](http://www.dickinson.edu/about/offices/human-resource-services/content/Summary-Plan-Descriptions/). Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

## Dickinson’s Online How-To Guide

The [How-To Guide](#) is a useful tool for new, transitioning and long-term employees and was created by members of a subcommittee from the President’s Support Staff Forum in 2010–2011. It is a one-stop source for practical, accurate information and instructions for many of the routine and atypical questions from staff. The information needed to perform daily tasks and access information is now available on the [Gateway](#) portal Web page via a single link under the “Faculty & Staff” column heading. Updates, additions or comments for the How-To Guide are welcomed and may be directed to:

**Steve Riccio:** [riccios@dickinson.edu](mailto:riccios@dickinson.edu)

**Denise Robinson:**  
[robinsde@dickinson.edu](mailto:robinsde@dickinson.edu)

## Introducing ReviewSnap

The college’s new performance management system to provide greater efficiency and sustainability.



Recently, the Performance Management Task Force consisting of representatives across the campus selected ReviewSnap as the college’s performance management solution for all administrative staff. Among the benefits of the system includes:

- Automates the performance review process using approved workflows, e-signatures, self-reviews, and customizable review templates.
- Access to real-time statistical data to identify institution, division, department completion percentages. Reports can be created by each supervisor to determine the status of the review process.

- Allows the ability for supervisors and employees to set time-specific goals and performance plans and track progress using journal entry functionality.
- The system also has the ability to track individual, department, division, and institutional competencies and evaluate employees based on such competencies.

Human Resource Services and Facilities Management are piloting the system with User Services to follow in early February. After an extensive evaluation following this initial rollout, ReviewSnap will be implemented across the remaining divisions throughout 2013. If you have any questions, please contact **Steve Riccio** at [riccios@dickinson.edu](mailto:riccios@dickinson.edu) or ext. 8014.

### New Hires

#### DECEMBER

**James Hughes**, *Leadership Giving*

**Cale Nelson**, *CASE*

**Randall Nenninger**,  
*Facilities Management*

#### RETIREMENT

We bid farewell and send best wishes to **Beverly Kuhn**, *Donor Relations and Special Events*, and thank her for her many years of service to the college!

### JANUARY

**Gloria Boyer**, *English*

**Patricia Carr Reese**, *Biology*

**Dina-Verley Christophe**,  
*Theatre & Dance*

**Christine Cohick**,  
*Dining Services*

**Ewa Dryglaska**, *Center for Global Study & Engagement*

**Tyce Herrman**, *Center for Sustainability Education*

**Lauren Howard**,  
*Spanish & Portuguese*

**Alexandra Klales**, *Anthropology*

**Joanna Kulpinska**, *Center for Global Study & Engagement*

**Nancy Morgan**, *History*

**Patricia O’Riordan**,

*Alumni Parent & Engagement*

**Ananda Reed**, *Judaic Studies*

**Alex Willemin**, *Film Studies*



# Red Alert: Emergency Notification and Timely Warnings

---

It is the policy Dickinson College to communicate accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency, or other situation which may impact the safety of the community. It is further the policy of the Department of Public Safety to maintain compliance with applicable features of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education.

In the event that a disaster or crisis arises, either on or off campus, that, in the judgment of the Chief of the Department of Public Safety or his/her designee, in consultation with other administrators, constitutes an ongoing or immediate threat, a campus wide alert will be issued. The alert will be issued by the Department of Public Safety through the Red Alert system and may also be sent through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the incident, the Department of Public Safety may also post the notice on the Public Safety website home page at: [www.dickinson.edu/student-life/campus-safety/public-safety/](http://www.dickinson.edu/student-life/campus-safety/public-safety/)

## Registering for Red Alert:

The success of this service relies on you to provide accurate contact information. To receive emergency alerts from Dickinson Red Alert, please sign up by following these instructions:

1. Log into the Dickinson Gateway on the web at: [www.dickinson.edu/gateway/](http://www.dickinson.edu/gateway/)
2. Follow the instructions in the Dickinson Red Alert channel, follow the link:  
"Have your authorization code? Sign up now."
3. When prompted, enter your authorization code, and follow onscreen instructions.

Please register as soon as possible. Having your latest contact information in our notification system is the only way to ensure that we can quickly communicate with you in an emergency.

Red Alert and Red Alert System test records will be maintained on the Web site of the vendor (Everbridge). The Red Alert system will be tested at least twice a year. A copy of each message and test documentation will also be maintained at the Department of Public Safety. Red Alert notifications will remain on file at Public Safety for a period of at least 3 years from the date of the alert.



# Winter Safety Tips & Reminders...

## Shoveling

While shoveling snow can be good exercise, it can also be dangerous for optimistic shovelers who take on more than they can handle. The National Safety Council offers the following tips to help you shovel safely:

- If you have a history of heart trouble, do not shovel without a doctor's permission.
- Do not shovel after eating or while smoking
- Shoveling is like lifting weights—be sure to stretch out and warm up first and take it slow.
- Push the snow as you shovel. It is easier on your back than lifting the snow out of the way.
- Lift with your legs bent, not your back. Keep your back straight. By bending and “sitting” into the movement, you'll keep your spine upright and less stressed. Your shoulders, torso, and thighs can do the work for you.
- Wear boots or shoes with good traction (e.g.—[www.yaktrax.com](http://www.yaktrax.com))

## Surviving the Cold Weather

Prolonged exposure to low temperatures, wind and/or moisture can result in cold-related injury from frostbite and hypothermia. The head and neck lose heat faster than any other part of the body. Your cheeks, ears, and nose are the most prone to frostbite.

- Wear several layers of clothing to insulate your body by trapping warm, dry air inside, wear a coat with a wind and waterproof outer layer, wear a hat and scarf and cover as much of your face as possible, wear thick gloves or mittens and protective boots.
- Frostbite is characterized by waxy skin with white or grayish-yellow patches. Seek medical attention immediately.

Do not use hot water to warm the skin—blistering will occur. Use lukewarm water only (100–105 F).

## Safe Travel

Prepare your car for winter:

- Check your battery and anti-freeze level.
- Carry jumper cables and know how to use them. ([www.youtube.com/watch?v=cB3SnrgsycA](http://www.youtube.com/watch?v=cB3SnrgsycA))
- Maintain at least a quarter tank of gas.
- Keep a bag of salt or cat litter in your car for traction if you get stuck in snow.
- Carry these essential supplies with you:
  - » Ice scraper and snow brush
  - » Shovel
  - » Working flashlight
  - » Blankets
  - » Non-perishable, high energy foods like unsalted canned nuts, dried fruits, and hard candy.
- If you become stranded:
  - » Do not leave your car unless you know exactly where you are and how far it is to help
  - » To attract attention, hang a brightly colored cloth from your antenna.
  - » If you are sure your car's exhaust pipe is not blocked, run the engine and heater for about 10 minutes every hour.

## Winter Fun

Sledding, Tobogganing, Skiing, and Snowboarding can be an exhilarating experience but, as with any sport, safety should come first.

- Follow the advice above for surviving cold weather.
- Make sure you are in good physical shape.
- Sled on large open hills, away from roads, trees, fences, rocks, and waterways.
- Sled in a seated position or lying on your back. Sledding head first increases your risk of head injury.
- Receive proper instruction from a certified instructor before hitting the slopes, including knowing how to fall down and get back up.
- **NEVER** ski or snowboard alone.
- Look both ways and uphill before crossing a trail.
- Wear boots that are snug but comfortable and inspect bindings regularly.



## Hersheypark 2013: Discount Ticket Purchases

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 1, 2013. They are valid during the summer 2013 HERSHEY PARK regular operating season, beginning on May 3. Checks should be made payable to Dickinson College. For details, call ext. 8084 or send an e-mail to [hrservices@dickinson.edu](mailto:hrservices@dickinson.edu).

**Special ticket prices:** Tickets valid during the entire 2013 regular operating season.

\$30.65 + \$.85 amusement tax per admission ticket = **\$31.50**  
ages 9–54 years

\$26.40 + \$.85 amusement tax per admission ticket = **\$27.25**  
ages 3–8 or ages 55–69 years

\$20.65 + \$.85 amusement tax per admission ticket = **\$21.50**  
ages 70+ years



# Dickinson Community Programs and Events

## New for Spring 2013: Pride @ Dickinson Safe Zone Program

The Pride @ Dickinson Safe Zone Program seeks to create a safer and more inclusive campus environment for all members of the campus community by reducing heterosexism, homophobia, and transphobia. Through the training program and the display of Pride @ Dickinson stickers, the program creates a visible and supportive network of gay, lesbian, bisexual, transgender, queer, and ally members of the campus community who have a basic knowledge about issues of sexual orientation and gender identity and are able to provide support and referrals to members of the campus community.

### Training Expectations and Information:

Pride @ Dickinson Safe Zone trainings are composed of two required sessions—each lasting 1.5 hours (total training is 3 hours) offered by Brian Patchcoski, Director of the Office of LGBTQ Services.

After attending the Pride @ Dickinson Safe Zone trainings, participants will be able to:

- Define and describe common concepts and language relating to sexuality and gender identity
- Explore the experience of homophobia, heterosexism, and genderism
- Identify specific actions to create welcoming, affirming and inclusive space for people marginalized by their sexuality and/or gender identity

## Spring 2013 Training Dates:

**Note:** You must attend both session one and session two to be a Pride @ Dickinson member.

### Training I:

- February 21, 2013  
noon–1:30 p.m. | Stern 102
- March 21, 2013  
noon–1:30 p.m. | Stern 102

### Training II:

- February 28, 2013  
noon–1:30 p.m. | Stern 102
- March 28, 2013  
noon–1:30 p.m. | Stern 102

*Lunch will be provided at all training sessions.*

For more information, please visit:  
[go.dickinson.edu](http://go.dickinson.edu)

Trainings can also be scheduled by appointment for groups of six or more. If you wish to bring a Pride @ Dickinson Safe Zone training to your department, contact [LGBTQ@Dickinson.edu](mailto:LGBTQ@Dickinson.edu).



*\* To prepare for the new program, the old "Safe Space" sticker is expiring! If you have a "Safe Space" sticker in your office, workspace, or residence hall room, please stop by Landis House (101 S. College St.) or e-mail [LGBTQ@Dickinson.edu](mailto:LGBTQ@Dickinson.edu) to get this new addition.*

## QPR Suicide Prevention for Everyone

**Presented by Alecia Sundsmo,**  
*Executive Director of the Wellness Center*

QPR is a nationally recognized program to help everyone recognize the signs of suicide and how to question, persuade, and refer someone to get help. Participants will receive a booklet that summarizes the information provided in the lecture as a reference guide. This program is open to both employees and students at Dickinson.

Sessions will be held in Althouse 207 on the following dates:

- **Thursday, February 7** | noon–1 p.m.
- **Friday, March 1** | noon–1 p.m.
- **Tuesday, April 9** | 4:30–5:30 p.m.

To register and to ensure that everyone receives a booklet, please RSVP to [caps@dickinson.edu](mailto:caps@dickinson.edu).  
[HHIP: Emotional Wellness, p.19–20]





## Spring Into Fitness Challenge 2013!

Faculty, administrators and staff are encouraged to register and participate in the 2013 peer-institution Spring Into Fitness Challenge, an exercise-minutes challenge, between Dickinson, Elizabethtown, F&M, Gettysburg, Mt. St. Mary's and York College. [Online registration](#) for this year's challenge opens on Monday, February 18 and continues through Friday, March 1 via the following Web site: <https://webform.ycp.edu/view.php?id=374>

The competition officially kicks off on Monday, March 18 and continues through Sunday, April 28.

In the 2012 challenge, we had great participation and hope to see even more happy, enthusiastic participants in 2013. Dickinson had the highest number of employees registered last year in the peer challenge, but we will need to increase our overall participation minutes to bring home the peer-challenge trophy for 2013. The fitness challenge also includes a divisional competition for Dickinson participants within the college's divisions. Please encourage your colleagues to join in the fun and to participate with you!

Challenge winners will be determined by two criteria—the greatest percentage of participation for staff and also the highest average number of exercise minutes by college/division. Participants are asked to submit their exercise minutes online at the end of each week during the challenge. The online submission site and other details will be provided to all registered participants. We hope that everyone will join the Spring Into Fitness Challenge this year!

# Carlisle Community Events

eliminating racism  
empowering women **ywca**

[YWCA Carlisle](#) is pleased to announce that our 2nd Annual 5K Walk/Run Race Against Racism will be held on Saturday, April 27, at 9 a.m. Since we had such positive feedback last year, we intend to run it on the same route with some minor adjustments. Online registration is now open at [Raceit.com](http://Raceit.com) and we would love to see you there to support YWCA Carlisle's mission of eliminating racism. If you have any questions about this event, please call 717-243-3818.

[www.raceit.com/Register/?event=17118](http://www.raceit.com/Register/?event=17118)



# NUTRITION NEWS



## Chocolate for Heart Health

Dark chocolate has gotten a lot of attention in the last few years related to its heart healthy properties. In moderation, it has been shown to decrease blood pressure, decrease bad LDL cholesterol and slow platelet clotting in arteries. The

reasoning behind the health properties of chocolate is that the cocoa bean is rich in plant nutrients called flavonoids.

Flavonoids help protect plants from environmental toxins and help repair cell damage. Flavonoids can be found in many fruits and vegetables. They have also been shown to provide antioxidant properties to humans. The main flavonoid found in cocoa and chocolate is called flavanols which are also found in a wide variety of foods and beverages like cranberries, apples, peanuts, onions, tea and red wine.

Chocolate is processed from the cocoa bean, which is naturally high in flavanols. As the bean is processed into chocolate (through things like fermentation, alkalizing, roasting, etc.), these flavanols get lost. Dark chocolate is made up of higher amounts of cocoa and has been less processed which provides it with more of the heart healthy flavanols. To obtain the most health benefits, find a dark chocolate that contains at least 65 percent or more cocoa content.

Chocolate is also made up of certain types of fats called oleic acid (a heart-healthy monounsaturated fat), stearic and palmitic acids. Stearic and palmitic acids are forms of saturated fat which have been shown to increase bad LDL cholesterol and the risk of heart disease. Through studies researchers have identified that these fats found in chocolate have a neutral effect on cholesterol, not raising it or lowering it.

With all of chocolate's health benefits, we still need to watch how much we eat. Chocolate is calorically dense and, therefore, contains a lot of calories per serving which can lead to weight gain. There is also no established recommendation for serving size of chocolate to help you gain the heart healthy benefits. For now, continue to enjoy dark chocolate and other high flavonoid foods in moderation.

## Double Chocolate Cupcakes

### INGREDIENTS

- 1 cup** all-purpose flour (about 4 1/2 ounces)
- 1/3 cup** unsweetened cocoa
- 1 teaspoon** baking soda
- 1/8 teaspoon** salt
- 2/3 cup** granulated sugar
- 1/4 cup** butter, softened
- 1/2 cup** egg substitute
- 1 teaspoon** vanilla
- 1/2 cup** 1% low-fat buttermilk
- 1 1/4 ounces** dark (70 percent cocoa) chocolate, finely chopped
- 2 tablespoons** powdered sugar

### PREPARATION

Preheat oven to 350°.

Lightly spoon flour into a dry measuring cup, and level with a knife. Combine flour, cocoa, baking soda, and salt; stir with a whisk.

Place granulated sugar and butter in a large bowl; beat with a mixer at medium speed until well combined (about 3 minutes). Add egg substitute and vanilla, beating well. Add flour mixture and buttermilk alternately to granulated sugar mixture, beginning and ending with flour mixture. Fold in chocolate. Spoon batter into 12 muffin cups lined with muffin cup liners. Bake at 350° for 18 minutes or until cake springs back when touched lightly in center or until wooden pick inserted in center comes out clean. Remove from pan; cool completely on a wire rack. Sprinkle with powdered sugar just before serving.

*Source: Kathy Kitchens Downie, R.D., Cooking Light  
DECEMBER 2007*



# Professional Development & 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.

## Indoor Cycling

*Instructor: Barry Tesman*

**Monday & Thursday afternoons**

**January 28–March 7**

**Kline Center Dance Studio | 5–6 p.m.**

Indoor Cycling is a form of high-intensity exercise that involves using a stationary exercise bicycle. The routines are designed to simulate terrain and situations encountered in actual bicycle rides, including hill climbs, sprints and interval training. Go at your own pace. This class will increase your cardiovascular fitness, burn fat as well as tone and shape your lower body. After a few sessions you will see your leg strength and muscular endurance improve. Before you know it you will be burning calories and releasing endorphins to give you that natural high that will leave you feeling fantastic! Perfect for all fitness levels. **Free!** No registration required—first-come, first-serve basis.



## Inside Dickinson: Asbell Center



*Hosted by Rachel Jetter, Interim Director of the Asbell Center*  
**Thursday, February 7  
Asbell Center  
Noon–1 p.m.**  
Have you ever been inside

of the Asbell Center? Come tour this building that is unique in both programming and architecture with its own sanctuary filled with stained-glass pieces and mosaics. Speak with students from some of the many groups that fall under Asbell and learn about Jewish traditions and common terminology. A light lunch will be provided as we discuss how the Asbell Center is integrated within the Dickinson and greater Carlisle communities and how staff and faculty can get involved.

## Purchasing Card Reconciliation Training

*Presented by Miriam McMechen*

**Thursday, February 7**

**South College, 212-214 (2nd floor)**

**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.

## Understanding Retirement Healthcare

*Presented by Met Life*

**Friday, February 8**

**Althouse 201 | Noon–1 p.m.**

As people approach retirement, a common concern is the answer to the questions "What if I get sick?"

**At this workshop, you will learn:**

- Healthcare decisions to be made before and at age 65
- What Medicare does and does not cover—in plain English

Please plan to attend to gain a greater understanding of what the future holds for your healthcare needs.



## Providing Exceptional Service

*Presented by Mary Foltz*

**Thursday, February 14**

**HUB Social Hall West**

**Noon–1:15 p.m.**

Providing exceptional service benefits both the provider and also the recipient. By enhancing the quality of service provided, results and relationships improve! Participants will learn of different ways to improve customer service to both colleagues within the college and also those outside of the limestone walls, such as visitors, parents and prospective students. This session will address specific concerns that campus departments have shared in the past while dealing with customer service-related issues. Please plan to attend this informative session. Lunch will be provided.

# Professional Development & 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.

## Metabolic Syndrome Screening—FREE!

*Administered by Holy Spirit Health System*

**Friday, February 15**  
**HUB side rooms 201-202**

**8–11:30 a.m. by appointment**

Metabolic syndrome is a collection of heart disease risk factors that increase your chance of developing heart disease, stroke, and diabetes.

The number of people with metabolic syndrome increases with age, affecting more than 40 percent of people in their 60s and 70s.

Several factors increase your risk for developing the syndrome—high blood pressure, high cholesterol, diabetes or high blood sugar, a lack of physical activity, smoking, and family history. Monitoring your blood pressure, blood glucose, cholesterol levels and BMI gives you the ability to stay on top of your overall health. Knowing your numbers provides the information to you for conversations with your personal physician. Do you know your numbers? If not, please register for this free health screening. [*HHIP: Preventative Health p.14*]

## Wellness of the Heart

*Presented by Holy Spirit Health System*

**Friday, February 15**  
**HUB side rooms 205-206**

**Noon–1 p.m.**

A healthy heart is the key to a long, healthy life. Please plan to attend to discover the secrets of keeping your heart both happy and healthy! Beverages provided.

## Free Blood Pressure Screening

*Bonnie Berk, MS, RN, HNB-BC, ERYT*

**Monday, February 18**  
**Mary Dickinson Room,**  
**HUB | Noon–1 p.m.**

No registration required. Walk-ins welcome and expected!



## Roundtable Conversations Supervisory Series Book Review: Well Being

*Facilitated by Steve Riccio*

**Thursday, February 21**  
**HUB Social Hall West | 8–9:15 a.m.**

Contrary to what many people believe, wellbeing isn't just about being happy. Nor is it only about being wealthy or successful. And it's certainly not limited to physical health and wellness. In fact, focusing on any of these elements in isolation may drive us to frustration and even a sense of failure. When striving to improve our lives, we are quick to buy into programs that promise to help us make money, lose weight, or strengthen our relationships. While it might be easier to treat these critical areas in our lives as if they operate independently, they don't. Gallup's comprehensive study of people in more than 150 countries revealed five universal, interconnected elements that shape our lives:

*Career Wellbeing, Social Wellbeing, Financial Wellbeing, Physical Wellbeing, and Community Wellbeing*

Participants will receive a copy of Wellbeing which includes an online Wellbeing finder to track and improve your own behaviors. Please register by February 7.



## Dancing at Dickinson

*Instructor: Frank Hancock*

**Tuesdays, beginning**

**February 26–April 2**

**HUB Social Hall**

**Beginner sessions: 5:30–6:30 p.m.**

**Advanced/Intermediate sessions: 6:30–7:30 p.m.**

**Accelerated sessions: 7:30–8:30 p.m.**

Please come and enjoy learning one of the most fun forms of exercise—dancing! Frank Hancock's presentation of dance steps allows all participants to easily learn to Swing Dance, Foxtrot, Cha Cha, Tango, and a few other dances as well. The instructor makes this a fun and easy course, with outstanding results for anyone who participates. Individual-style instruction is offered in a group setting. **Fee:** \$60 per couple; a partner is required for participation in these lessons.

# Professional Development & 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.

## Change Anything— New Offering!

*Presented by Steve Riccio*

**Four-session series:**

**March 6, 13, 20, 27**

**Stern Center, room 102**

**8:30–10 a.m.**

Change Anything is a breakthrough application of powerful social science skills to equip everyone with the ability to succeed at self-directed change. Change Anything skills help employees and leaders take charge of their own change in ways that lead to greater engagement, performance, health and personal happiness.

## CPR/First Aid/AED Certification and Recertification\*

*Instructor: Officer Marcy Wolf*

**Monday, March 11**

**DPS Conference Room,  
Kaufman Bldg.**

**Session options: 8 a.m.– noon  
or 1–5 p.m.**

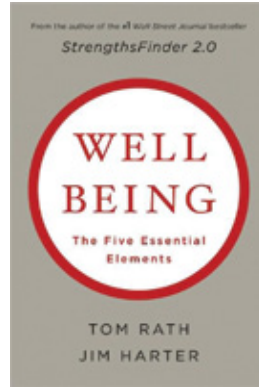
Training and certification in CPR prepares participants to respond to breathing and cardiac emergencies in adults, children age 12 or younger, and infants. Being certified will provide you with valuable skills that will prepare you for a potentially life-threatening situation. This course provides training and an overview of the CPR/First Aid/AED skills and information, followed by a skills demonstration test and a written exam. Pre-registration is requested by Friday, March 1. **Free to employees!**

## Book Review: Well Being

*Presented by Steve Riccio*

**Thursday, March 14**

**HUB Social Hall West | Noon–1 p.m.**



Contrary to what many people believe, wellbeing isn't just about being happy. Nor is it only about being wealthy or successful. And it's certainly

not limited to physical health and wellness. In fact, focusing on any of these elements in isolation may drive us to frustration and even a sense of failure. When striving to improve our lives, we are quick to buy into programs that promise to help us make money, lose weight, or strengthen our relationships. While it might be easier to treat these critical areas in our lives as if they operate independently, they don't. Gallup's comprehensive study of people in more than 150 countries revealed five universal, interconnected elements that shape our lives:

*Career Wellbeing, Social Wellbeing,  
Financial Wellbeing, Physical Wellbeing,  
and Community Wellbeing*

Participants will receive a copy of Wellbeing which includes an online Wellbeing finder to track and improve your own behaviors. Please register by March 1.

## Water Aerobics

*Instructor: Miriam McMechen*

**Mondays, March 18 through May 6**

**Kline Center Swimming Pool**

**5–6 p.m.**

Water Aerobics is a great way to burn calories, tone muscle, and meet other people! Enjoy a low-impact workout to music in a stress-free environment. Great for all levels of fitness! **Fee: \$40.** Checks should be made payable to Dickinson College.



# Professional Development & 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.

## 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.



## Wellness Program Fees: Payroll Deduction option available




As a convenience to all employees, we offer the option of payroll deduction for the wellness program activity fees. For anyone interested in utilizing this payment option, simply send an e-mail to [devwell@dickinson.edu](mailto:devwell@dickinson.edu) indicating your registration selections and total amount to be paid via payroll deduction, or call ext. 8084. In the future, we hope to incorporate this payment selection option into the online events registration process offered through CLIQ in the employee gateway.

## Register online for events through CLIQ Events Registration System!

Events Registration is an application offered to the Dickinson College community as a convenient way to register for a variety of campus events. Using the Dickinson Gateway, individuals will be able to view each available event, complete registration, and place reminders on their Outlook calendars. This self-service process not only provides increased efficiency but allows participants to see the list of events attended over a period of time.

To access the Events Registration system:

1. Go to the Gateway Portal at <https://gateway.dickinson.edu> and type in your Username and Gateway Password
2. Click Login
3. Select the  icon.
4. Click on *My Events* in the Main Menu and select the *Available Events* tab from the next screen.
5. To view an event description, select and click on the specific event within the *Available Events* screen.
6. Click *Register Now* if you are interested in participating in the event.
7. If the event requires an appointment, a list of available appointment times will be displayed. Select your appointment and click on *Register*.
8. Click *Yes* if you wish to add the event to your Outlook calendar\*
9. For security purposes, you will be prompted to include your network password for the event to be placed on your calendar
10. To register for another event(s), simply click on the *Back* button to view the other events available.

For technical issues, please contact the LIS Help Desk at 245-1000 or [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu).

# Dickinson

Professional Development and Wellness at Dickinson College, HR Services  
PO Box 1773 | Carlisle, PA 17013–2896 | 717–254–8084 | [devwell@dickinson.edu](mailto:devwell@dickinson.edu)

Design and Printing by **PrintCenter**