

# Vitality

A Human Resource Services Publication  
DICKINSON COLLEGE



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## Medical Plan Design Changes Starting July 1

Healthcare costs across the nation continue to rise, impacting individuals, families, and organizations. Costs are predicted to reach \$4.2 trillion by the year 2016. Colleges and universities are not immune to these alarming trends. During the past two medical plan years, the college has experienced higher health cost claims due to several anomalies, serious medical conditions and a high volume of claims.

Despite these challenges, the college is in a strong position to proactively address future healthcare costs. Strategic Plan III calls for the college to “be identified as a leading institution in the area of workplace wellness by offering best practice initiatives focused on preventative measures and disease management services that encourage healthy behaviors among members of the Dickinson community.”

To address ongoing medical plan costs, the Planning and Budget (P and B) Committee approved the recommendations of a P and B healthcare subcommittee. These modest

changes in plan design and premiums have been approved for implementation as of July 1, 2013. In addition, Human Resource Services is in the midst of designing an even stronger disease management program which will focus on several key areas including diabetes, asthma, heart failure, coronary artery disease (CAD), and chronic obstructive pulmonary disease (COPD). Also, you will notice changes to the incentive model (Holistic Health Incentive Program) for employees and family members to take an active role in their health to promote a strong quality of life while minimizing the risks of pervasive chronic illnesses.

Human Resources Services has scheduled several sessions to discuss upcoming changes to the medical plan and the incentive program. We encourage employees and family members to attend one of the following sessions:

- ☛ **Session #1:** Monday, April 22, *noon–1 p.m.*, Althouse 201
- ☛ **Session #2:** Wednesday, April 24, *3–4 p.m.*, Althouse 207
- ☛ **Session #3:** Tuesday, April 30, *6–7 p.m.*, Althouse 201
- ☛ **Session #4:** Thursday, May 2, *8:30–9:30 a.m.*, Althouse 08

## Benefits & Wellness Fair

*Hosted by Human Resource Services*

**Tuesday, April 16 | HUB Social Hall | 10:30 a.m.–3:30 p.m.**

Dickinson’s annual Benefits and Wellness Fair is coming soon! We are excited to bring you a wide variety of vendors to provide you and your family with an opportunity to learn more about the benefits provided to you as well as the health and wellness options that are available at Dickinson and within the local community.

**Please bring your Employee ID to be eligible for our prize drawings including a variety of items from benefits providers and local vendors. If you want to take part in any of the Wellness or Benefits activities and be eligible to win a prize, you must attend this event.**

Register at the Human Resource Services table for a chance to win a great door prize. Refreshments provided. Take a break out of your day and come join the fun! We’ll see you there!





## Spring Into Fitness Challenge: Keep Exercising...

Many employees registered to participate in the second annual Spring into Fitness Challenge. The challenge is a simple, friendly competition between Dickinson, Elizabethtown, Franklin & Marshall, Gettysburg, Mt. Saint Mary's and York College. Spring is a time of renewal for all things, and we hope that this challenge will spur a renewed interest in health, wellness and of course exercise. To further inspire everyone, we would like to share a motivational video found at the following YouTube hyperlink:

[www.youtube.com/v/aUaInS6HI?loop=1&playlist=aUaInS6HI&autoplay=1](http://www.youtube.com/v/aUaInS6HI?loop=1&playlist=aUaInS6HI&autoplay=1)

This uplifting video called, 23 ½ hours, is fascinating and we hope will be enjoyed by all! Interesting fun fact—Did you know that increasing your exercise activity level by just 10 minutes a day has very beneficial effects on your overall health and wellbeing.

# Wellness Fun Run/Walk

Co-hosted by Human Resource Services and Intramurals & Recreation

**Thursday, April 25 | Begins at Britton Plaza**

**11:30 a.m.–1:30 p.m.**

Come together as a college community and join in the fun for the annual Wellness Fun Run/Walk. This event provides an opportunity to enjoy some fresh air and sunshine while offering a boost to your psyche through the benefits of cardiovascular exercise. Walk 1.5 miles or run 3 miles on a designated route between 11:30 a.m.–1:30 p.m. Please plan to participate in this free fitness activity and add to your Spring into Fitness Challenge minutes or just have fun. Registration begins at 11:30 a.m. on Britton Plaza. Free t-shirts to the first 100 registrants!

## Income Tax Reminder

As a reminder, all individuals must file their income tax to the Internal Revenue Service (IRS) by midnight of Monday, April 15. If you need a copy of your W2 statement, you can access this online using our Banner Employee Self Service module or contact Human Resource Services at ext. 1503.

## Personal Retirement Counseling Sessions

Having a strong financial retirement future has a lot to do with the choices you make today. TIAA-CREF and Fidelity 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 April and May on:

**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 month of April on:

**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.



# Financial Wellness

## Retirewise Workshop Series | It's Never Too Late, or Too Early...

Get the guidance you need to feel confident about the road to retirement. You're invited to attend a complimentary retirement education workshop series! **Retirewise** is a complimentary 4-part workshop series offering the tools you need to clarify your goals and take action! Please plan to register and attend the following **Retirewise** programs in **Althouse 106 from 5-6:30 p.m.:**

### ➤ Building the Foundation | Thursday, April 11

You will envision the retirement you want and how you will finance it based on current and future retirement trends. We will cover some financial basics as well as the importance of tax diversification. You will start to see how what you already have will contribute to the retirement you want.

### ➤ Creating and Protecting Wealth Wednesday, April 17

You will begin to look at how to prepare before retirement to generate income during retirement. You will look at investment risk, investment strategies, retirement expenses and several sources of retirement income.

### ➤ Establishing Your Retirement Income Stream Thursday, April 25

Building on what you have learned so far, you will learn how to structure a retirement income stream to address your retirement wants and needs. We will examine the risks that could impact your retirement funds and how to manage assets to help provide lifelong income.

### ➤ Making the Most of What You Have | Thursday, May 2

You will review the benefits your employer offers, together with other benefits for a clear understanding of how they fit into your retirement plan. We will also look at the basics of estate planning, wills and trusts.



To register for any or all of the Retirewise workshops, please visit [www.metlifepiansmart.com](http://www.metlifepiansmart.com) and enter "Dickinson College" or call MetLife at 866-801-3547.

## Pulling Weeds and Planting Flowers



As spring tempts us with ever warming sun coaxing those first flowers, how can we renew ourselves? I've been following the work of Dr. Ira Byock, Palliative

Care Physician at Dartmouth Hitchcock Medical Center and leading authority and advocate for improving care throughout the lifespan. In his book, *The Four Things That Matter Most*, a key concept he prescribes is our use of four simple phrases: "Please forgive me. I forgive you. Thank you. I love you."

I work with all ages who want to improve their relationships. What advice do I have? I think that Dr. Byock's wisdom can be a fruitful starting place. In thinking about parents struggling with difficult teens or emerging adults, or individuals who are watching their aging parents decline, what can each of us do in those precious moments of relationship that will really make a difference in our lives and theirs?

I would suggest we take the time to use Dr. Byock's four phrases. Can we say to our teens, "I forgive you," when

they rage at us with angry words for thwarting their freedom. Can we say, "I love you," even when we want to say how ungrateful, rude or disrespectful you are? Can we say to parents near the end of their long life, "thank you," for all that you did for me? And, can we be so bold and courageous as to ask others to, "please forgive me," for how I have harmed you?

Starting in this way we can pull "the weeds" out of our problematic relationships and "plant flowers" for new more beautiful ones. Neuroscientific research tells us that neuroplasticity, or the ability to change 'hard wired' habits, occurs throughout the lifespan. Well into old age we have the ability to rewire our brains to adopt new more healthful relationships. Therefore, it truly is never too late to have a positive impact on your important relationships. So, thank you for listening and please forgive me if I have created more work for you to do in your life. Tell others you love them and be willing to both forgive them and receive forgiveness.

**Heidi B. Roeder, MS, LPC, LMFT** is a licensed professional counselor and licensed marriage and family therapist at Franco Psychological Associates, your EAP provider. She will be leading a 'lunch and learn' on Friday, April 19 on caring for yourself while caring for others.

# College Community Events



## Bike to College Farm and Potluck Dinner

Friday, April 26, 2013 | 5–9 p.m.

Meet at DPS to College Farm via Bike: 4:45 p.m.

Come get exercise, have fun, and share great food with the Dickinson Community in the classic Bike to Farm Potluck. We will meet in the DPS parking lot side of Kaufman (outside CSE entrance) at 4:45 p.m. with a 5 p.m. anticipated departure time. Registration required. The ride is an easy-7 miles and takes 25–45 minutes depending on speed. Everyone is asked to bring a dish to share, and plan to enjoy a music and bonfire together. Food will be transported to farm in vans, and bikes and people will be transported back to campus, after dark, in vans for safety. This is a great event that brings together students, faculty, & staff for a great evening of fun.

## Lavender RECEPTION

FRIDAY, APRIL 19, 2013  
6 P.M. | STERN GREAT ROOM

The Lavender Reception is an inspiring and affirming ceremony that celebrates the achievements of graduating students and alumni in the lesbian, gay, bisexual, transgender, queer, questioning, intersex, and ally (LGBTQQIA) community from Dickinson College. The Lavender Reception is our chance to celebrate the achievements of the past year. Everyone is invited to join as we honor graduates from the gay, lesbian, bisexual, transgender, queer, questioning, and ally community. Our event is followed by a reception.

Dickinson   
LGBTQ SERVICES



# Dickinson College Farm: CSA



**The Dickinson College Farm is now accepting applications for our 2013 Campus Supported Agriculture (CSA) Program.** The Dickinson College Farm CSA is a 24-week subscription program that offers freshly-harvested, Certified Organic vegetables, fruits, and herbs from the Dickinson College Farm in Boiling Springs. The 2013 CSA program will commence in mid-May and run until the last week in October. It is open to Dickinson students, staff, administrators, faculty, alumni and retirees.

Members have the opportunity to select from two CSA share sizes; regular and small. The quantity of each type of share is the same: the difference is only in the share pickup schedule. A regular share receives produce weekly while a small share receives produce biweekly. For added convenience, members may choose from two pickup locations: at the farm at 553 Park Drive in Boiling Springs or on campus.

**All CSA members are encouraged to feel at home on the farm!**

Additional perks for members include:

- an exclusive 10% discount at our weekly produce stand at the Carlisle farmers' market
- special discount on workshops and cooking classes.
- exclusive Pick-Your-Own crops (herbs, tomatoes, small fruits and flowers) at the Dickinson College Farm
- weekly CSA newsletters that contain farm updates, tried-and-true recipes, farm photos, interviews with farm staff members and student workers, storage and prep tips, and more.

To download our CSA application, check out a seasonal chart of the 50+ vegetables, herbs and fruits that we grow for our CSA, or get additional details about how the CSA works, visit our blog: <http://blogs.dickinson.edu/farm>. **Applications are due by May 1st!**

## Comments from CSA members:

“I love going to the farm to pick up my share, cut flowers, and pick basil or tomatoes. The food is beautifully set out and everyone who works there is so friendly and helpful. The CSA, as well as reading I've done, has really changed my attitude toward food and sustainability.”

—CSA Member

“We find the vegetables to be crisp and delicious, the recipes intriguing and the farm staff to be friendly and eager to please. We feel fortunate to be a part of the Dickinson Farm CSA.”

—Davis C. Tracy

“I think the way in which the pickup is organized is tremendous. Also, we like that we can come and stroll around the farm on pick-up days. We enjoy seeing what you're doing and having a chance to kick back and enjoy.”

—CSA Member



## 5210 PA Every Day!

The 5210 campaign is part of a national health promotion campaign to increase healthy eating and active living.

5210 PA Every Day highlights these daily messages: eat **5** or more fruits and vegetables; have no more than **2** hours of screen time; get **1** or more hours of physical activity; and consume **0** sugar-sweetened beverages. For more information on this important Wellness Initiative, please contact the Carlisle Area Health and Wellness Foundation at 717-960-9009 or visit [www.5210pa.org](http://www.5210pa.org).

## New Hires & Retirements

MARCH

**Danielle Borntstein**, *Advancement Services*

We bid farewell to **Jean Weaver**, *Community Studies*, who will retire in April after 31 years of dedicated service to the college.

# NUTRITION NEWS



## Ask the Dietitian

Chris Rudy, RD LDN



### Gardening for Health

Spring is upon us and what a great time to think about starting your seeds for your vegetable, fruit and herb garden. Besides the cost benefits, planting your own food and herb garden can provide numerous healthful benefits as well as provide you with physical activity.

Planting some of your favorite fruits and vegetables will help ensure that you are consuming plenty of vitamins, minerals, phytochemicals and fiber into your diet. Most Americans do not consume adequate amounts of fruits and vegetables in their day and often turn to higher calorie and higher fat food choices instead. Research has shown people who garden tend to eat healthier. **Tip:** Plant different colors of fruits and vegetables to ensure that you get a variety of vitamins and nutrients.

Having access to more fruits and vegetables often leads to cooking at home and trying new healthful recipes. Eating out tends to lead to an increase in over-eating and eating larger portions of high fat and calorie foods. **Tip:** plant 1-2 fruits or vegetables that you have never tried before and take time to research new and exciting recipes.

Fresh Herbs are a great way to provide additional flavor without using added sodium, fat and calories to spice up your favorite foods. Herbs contain a variety of vitamins and minerals your body needs for good health and using fresh herbs in your cooking can increase your intake of many of these. **Tip:** Start with easier to grow herbs like basil, oregano, rosemary and parsley.

Gardening is an excellent way to get physical activity. Active people are less likely than inactive people to be obese or have high blood pressure, type 2 diabetes, osteoporosis, and heart disease. The U.S. Department of Agriculture states that you can burn 330 calories with just an hour of gardening work. **Tip:** plant appropriate crops for each growing season to take advantage of the exercise benefits of gardening.

## Recipe

Spring Pizza from EatingWell.com

### INGREDIENTS

- 3 tablespoons** extra-virgin olive oil, divided
- 3** cloves garlic, minced
- 1** bunch asparagus (about 1 pound)
- 1/2 cup** snipped fresh chives (from 1 bunch), divided
- 1/4 teaspoon** salt
- 1/4 teaspoon** freshly ground pepper
- 1 pound** whole-wheat pizza dough
- 1 cup** shredded fontina or mozzarella cheese

### PREPARATION

1. Position rack in lower third of oven, place a pizza stone or large pizza pan on the rack and preheat oven to 450°F for at least 15 minutes.
2. Meanwhile, combine 2 tablespoons oil and garlic in a small bowl; set aside. Trim asparagus spears to about 6 inches long; slice any thicker stalks in half lengthwise. Toss in a bowl with the remaining 1 tablespoon oil, 1/4 cup chives, salt and pepper.
3. Roll out dough on a lightly floured surface to about a 14-inch circle.
4. Carefully remove the pizza stone or pan from the oven and set on a heatproof surface, such as your stovetop. Place the dough on the stone or pan and brush with the reserved garlic-oil mixture. Arrange the asparagus in a circular pattern on the dough with the tips facing out. Top with cheese and the remaining chives.
5. Carefully return the stone or pan to the oven and bake the pizza on the lower rack until crispy and golden and the cheese is melted, about 15 minutes.

### NUTRITION

**Per serving:** 368 calories; 20g fat (5g sat, 8g mono); 25mg cholesterol; 39g carbohydrates; 1g added sugars; 14g protein; 3g fiber; 536mg sodium; 167mg potassium.





## Marathon in a Month February Winner: Diane Morris

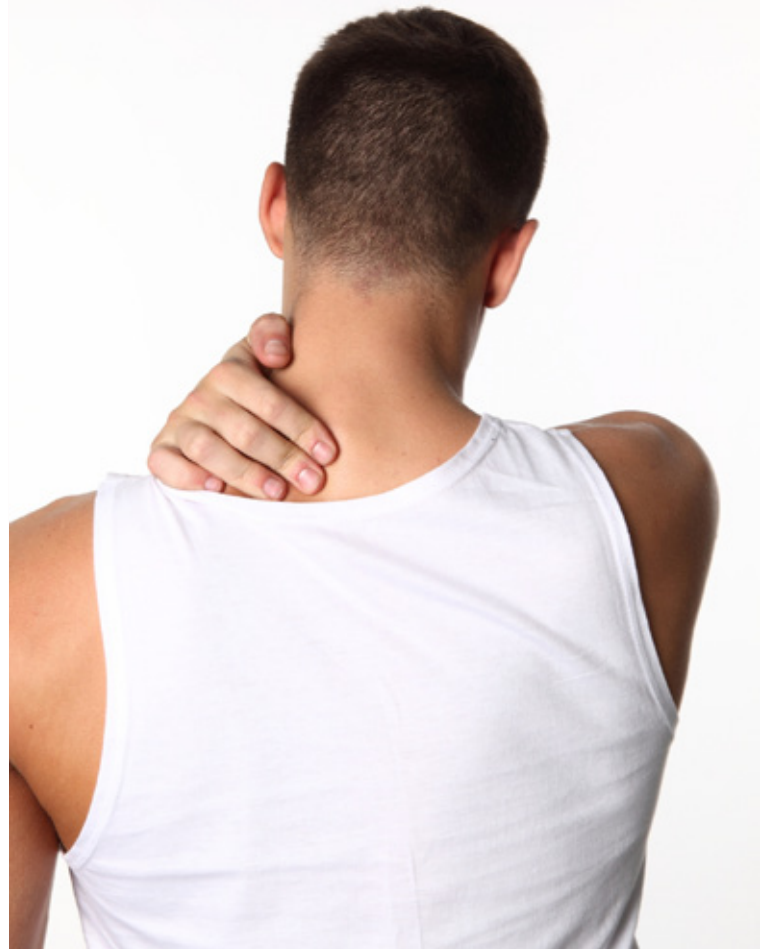
The Marathon-in-a-Month is a month-long, cumulative walking activity, beginning on the first of each month and running through the last day, to reach a total of 26.2 miles or more for each calendar month. Participants simply walk several days per week on selected or individual walking routes to reach 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 March 15 for the month of February) to be eligible for the monthly \$25 Visa gift card drawings. For more details or to request a form to record your marathon miles, please send an e-mail to [devwell@dickinson.edu](mailto:devwell@dickinson.edu) or call ext. 1026. **Congratulations** to Diane Morris for being the February Marathon in a Month winner!

## Workplace Safety: No Strains; No Pains

*Presented by William Shoemaker,  
Environmental Health & Safety and  
Kirk Ream, Transformation Training & Fitness*  
**Thursday, April 11**

**HUB side rooms 204-205 | Noon-1 p.m.**

Workplace Safety: Accidents happen...injuries to backs, arms, legs and extremities occur... So why not learn ways to reduce your risk and prevent injuries before they cause you pain and suffering? Bill Shoemaker, director of environmental health & safety, will discuss the prevalence of sprains and strain injuries in the workplace and ways to ergonomically avoid them. Kirk Ream, owner of Transformation Training and Fitness, will share ways to avoid sprain and strain injuries through simple fitness and exercise routines to increase your core strength and condition your body. Staying healthy and fit is a key way to prevent some of the most common strains and pains. Please plan to attend this informative session that will lead you to a healthier path in life and work!



# Benefits & Wellness Week Events | April 15-19

## **FREE Blood Pressure Screenings!**

*Offered by Bonnie Berk*

**Mary Dickinson Room/HUB | Noon-1 p.m.**

No registration required—just walk-in!

**Monday dates scheduled for 2013:**

**April 15, May 20, June 17**

## **Packing Energy-Boosting Lunch and Snacks**

*Presented by Chris Rudy, RD LDN*

**Monday, April 15**

**HUB Social Hall West | noon-1 p.m.**

Have you ever wondered if your lunches and snacks are actually making you more tired and less motivated in the afternoon? Do you often feel that what you eat is weighing you down? Kick off Wellness week with great tips, recipes and meal and snack ideas that will provide you with the nutrition and energy you need to get you through the day.

*Lunch provided.*

## **Financial Wellness: The Amazing Race**

*Presented by Phyllis Leonard, Wells Fargo*

**Wednesday, April 17**

**Old West classroom #1, 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.*

## **Preventing Cancer Information Session**

*Presented by Holy Spirit Health System*

**Thursday, April 18**

**HUB Social Hall West | noon-1 p.m.**

The American Cancer Society has numerous recommendations on ways to prevent cancer, including adjustments to nutrition and dietary intake, weight reduction, increasing physical activity and cessation of tobacco use. One-third of all cancer deaths in the United States each year are linked to diet and physical activity, including being overweight or obese, while another third is caused by tobacco products. Please plan to attend this session for a look at steps that can be taken to prevent cancer or lessen chances of developing it.

**Source:** [www.cancer.org/acs/groups/cid/documents/webcontent/002577-pdf.pdf](http://www.cancer.org/acs/groups/cid/documents/webcontent/002577-pdf.pdf)

## **Eldercare: Helpful Tips for Caring for Loved Ones**

*Presented by Heidi B. Roeder, Franco Psychological Associates*

**Friday, April 19**

**HUB side rooms 201-202**

**Noon-1 p.m.**

Today, many people between the ages of 35 to 60 find themselves caring for parents, yet at the same time aren't finished raising their own children. This "Sandwich Generation" faces loads of challenges. High levels of stress and "burn-out" can overwhelm us unless we find useful ways to care for ourselves. This "lunch and learn" workshop will help you learn new strategies, find support and gather resources for those caught in the middle of caretaking the young and the old.

*Heidi B. Roeder, M.S. is a Licensed Professional Counselor and Licensed Marriage and Family Therapist of Franco Psychological Associates, your EAP Provider.*

*[HHIP: Emotional Wellness, p. 19]*

## **Live Well Biometric Health Screening**

*Administered by Carlisle Regional Medical Center*

**Tuesday, April 16 | Stern Center, Great Room**

**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, GFR Est., Sodium, Potassium, Chloride, Calcium, 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:

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

*Fees for optional tests may be paid with cash or check payable to Dickinson College at the screening.*





# 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.



## QPR Suicide Prevention for Everyone

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

**Tuesday, May 14**

**Stern Center, room 102**

**11:30 a.m.–1 p.m.**

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. Registration is required and is available through the employee gateway in CLIQ/My Events/Available Events.

## Therapeutic Wellness Massages

*Provided by Camille Baughman  
& Associates*

**Thursday, May 16**

**Memorial Hall, Old West**

**9 a.m.–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. **A \$10 co-pay is due following registration.** Participation is limited to one session per employee. Privacy screens will be in place. *Pre-registration and an appointment are required.*

## Roundtable Discussion: Persuading with Data

*Presented by Walt Chromiak*

**Thursday, April 18**

**Stern Center, room 102**

**8–9:15 a.m.**

**Persuading with Data** will introduce you to new ways to display data that help you make your case more clearly and convincingly. This workshop is meant for anyone who uses data in their day-to-day work and especially for someone who must make clear to others what the data say. Please visit the following website to view an example of what is possible:

[www.gapminder.org/videos/200-years-that-changed-the-world-bbc](http://www.gapminder.org/videos/200-years-that-changed-the-world-bbc)



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## College Preparation Information Session

*Admissions, Financial Aid, Employee Tuition Benefit and High School Guidance Counseling*

- **Session I:** Friday, May 2  
HUB side rooms 205-206
- **Session II:** Thursday, May 9  
HUB side rooms 201-202

**Noon–1:15 p.m.**

Human Resource Services, Admissions and Financial Aid, in conjunction with the Cumberland Valley High School are sponsoring a two-part session for employees and their families to learn more about the college selection and financial aid process. The program will provide guidelines for starting the college search while attending high school, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson's three tuition programs. We encourage all parents to attend if your child is a junior or senior in high school and planning to attend college. **Please register for this session by Thursday, April 25.** *Beverages provided.*



## Roundtable Discussion: Selecting Your Next Team Member

*Presented by Dennette Moul*

**Wednesday, May 8  
McCauley Room, Old West  
8–9:15 a.m.**

Have you ever known that supervisor who seems to never have problems filling open positions? Chances are they know the secret and now you can too! Recruiting is more than candidate selection; recruiting is actually a never ending process that begins with a solid job description and ends with people waiting to become part of your team. Great supervisors understand how to leverage relationships and new technology in order to maintain a constant flow of qualified, interested and great fit employees. This workshop will look at the entire recruitment process including how to review and revise a job description that reflects current and future needs. It will take a look at the do's and don'ts of the interview process as well as examine new technologies and their impact on the employment arena.

## Preventing Workplace Harassment

*Presented by Dana Scaduto and Steve Riccio*

**Althouse 106**

**Session options:**

- **Thursday, May 16 | 2-3:30 p.m.**
- **Tuesday, August 20 | 2:30-4 p.m.**

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. This includes implementing a series of web-based modules specific to faculty, supervisors, and staff to allow for flexibility in order to complete the training. In addition, 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. Please plan to attend one of the upcoming sessions listed above led by Dana Scaduto, General Counsel or Steve Riccio, Director of Staff Development.

# Dickinson