



Vitality



HUMAN RESOURCE SERVICES

1 - April 2020

Volume XIV | Issue 8

In This Issue



This issue of Vitality may look a little different but it still has some good information to keep us connected.

- **Building Community Initiatives**
- **Benefits and Compliance**
- **Employee Announcements**
- **Spring Into Fitness - Where Ever You Are!**
- **Online Professional Development Opportunities**
- **Communication Links, Announcements & Reminders**

You can easily skip to different sections of this newsletter by clicking on the navigation tool in the lower right hand corner.

Campus EcoChallenge



2021 Campus EcoChallenge - Center for Sustainability Education

Dickinson's Center for Sustainability Education (CSE) invites you (and anyone you want to challenge) join them in an ONLINE sustainability-focused behavior change challenge April 1-21, 2021!

Campus2021.EcoChallenge.Org¹

Students, faculty, staff, alumni, and families are invited to make individual commitments and work towards a more sustainable lifestyle. **EcoChallenge's**² platform is holistic, real-time, FREE, and allows participants to select the commitments **they** want to work on; providing a custom challenge for each individual. This challenge is 100% online, and offers unique opportunities for engagement during this difficult time of social distancing. With our campus closed, we will not have our kickoff and finale events, but we plan to proceed with the online challenge. We think it's a great time to assess our behaviors, resource use, and impact on others.

This is an opportunity for Dickinson students, faculty, staff, alumni and families to make individual commitments that contribute to *Climate Change Needs Behavior Change* in the year of Carbon Neutrality 2020. Additionally, since many students and employees are at home, we invite **anyone** that wants to join our team to do so. Students are invited to challenge parents or siblings in their homes. Faculty and staff are encouraged to get their kids involved. They do not need a Dickinson email address to join Campus EcoChallenge 2020.

¹<https://campus2021.ecochallenge.org/dashboards/teams/dickinson-green-devils-2021>

²<https://www.dickinson.edu/ecochallenge>

EcoChallenge is a fun and social way to take measurable action on the issues you care about, from wherever you are. With a few weeks of commitment, learning and action can add up to a lifetime of positive change for you, Dickinson, and the planet!

The process is simple:

- Sign Up Online: **REGISTER & JOIN THE “DICKINSON GREEN DEVILS 2020” TEAM**³
- Make your personal commitments (ASAP - now through April 1)
- Check-in daily when you complete commitments (this will start April 1)
- Comment, challenge, engage & encourage others (Share This)
- Challenge your friends and colleagues to join the EcoChallenge: We Are Still On
- Use #dsonEcoChallenge to share your actions on social media
- Invite your parents, siblings, or those in social isolation to join to provide positive outlets for engagement
- Create sub-competitions between friends or family to motivate each other

Please reach out with any questions (sustainability@dickinson.edu⁴). We are excited about creating more sustainable behaviors and unique opportunities for engagement during this time of isolation and cancellations!

Plant-Powered and Shelf-Stable Protein

Need to make your food supply stretch and plan meals at home for a while? Try a plant-forward approach. Eating less meat doesn't have to mean getting less protein. Dried and canned beans and legumes, as well as tofu, quinoa, nut butters and many vegetables, provide protein and can be more affordable than meat. Click on links below for some yummy plant-based recipes.

Source: American Heart Association⁵

³<https://campus2020.ecochallenge.org/>

⁴<mailto:sustainability@dickinson.edu>

⁵<https://recipes.heart.org/en/collections/lifestyles/vegetarian>



2 - French-Style Bean Stew⁶



3 - Black Bean Burgers with Mustard Potato Salad⁷



4 - Cauliflower-Crust Pizza with Vegetable Topping and Balsamic Glaze⁸

⁶<https://recipes.heart.org/en/recipes/french-style-bean-stew>

⁷<https://recipes.heart.org/en/recipes/black-bean-burgers-with-mustard-potato-salad>

⁸<https://recipes.heart.org/en/recipes/cauliflower-crust-pizza-with-vegetable-topping-and-balsamic-glaze>

Building Community Initiative: Sexual Assault Awareness



Sexual Assault Awareness - Denim Day: Wednesday, April 29

For the past 18 years, Peace Over Violence has run its Denim Day campaign on a Wednesday in April in honor of Sexual Violence Awareness Month. The campaign was originally triggered by a ruling by the Italian Supreme Court where a rape conviction was overturned because the justices felt that since the victim was wearing tight jeans she must have helped her rapist remove her jeans, thereby implying consent. The following day, the women in the Italian Parliament came to work wearing jeans in solidarity with the victim. To learn more, visit https://www.peaceoverviolence.org/denim_day. On Wednesday, April 29, join people from across the world and wear jeans with a purpose to support survivors. To register for Denim Day 2020, go to: <https://www.denimdayinfo.org/register>.

Alcohol Awareness Month | Facts & Tips for Responsible Drinking

Missy Taylor, Staff Psychologist/Counselor/Coordinator AOD

April is Alcohol Awareness Month. The **Wellness Center** encourages you to avoid misusing substances during these trying times and instead utilize the on-line resources listed on the Wellness Center resource webpage⁹.

Here are just a few tips for low-risk drinking and/or alcohol facts:

⁹https://www.dickinson.edu/info/20243/wellness_center/3974/resources

- Alcohol interferes with the brain’s communication pathways and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination¹⁰.
- Drinking may make you feel good for a short time, but generally, the pleasant short-term effects disappear, and the negative effects increase if you keep drinking past the “buzzed” stage. This is called the Biphasic Response.
- Alcohol is a physical depressant on the body and mind and can cause depressive symptoms after use. Also, it can worsen existing depressive symptoms.
- Generally, more than 7 drinks a week for women and 14 drinks a week for men is considered heavy drinking.
- Peak BAC could be as much as 3 times higher in someone with an empty stomach than in someone who has eaten a meal before drinking. Eating regular meals and having snacks while drinking could help you from getting too drunk too quickly.

Benefits and Compliance



Get the Most Out of Your Benefits

Aetna is offering a \$0 copay for telemedicine visits until June 4.

Corona viruses are spread from an infected person to others through the air by coughing and sneezing, as well as through close personal contact, such as touching or shaking hands. Costs will be waived for all telemedicine visits through:

- Teladoc options through the Aetna Health app

¹⁰<https://www.niaaa.nih.gov/publications/brochures-and-fact-sheets/hangovers>

- Network providers who deliver virtual care, such as live video-conferencing
- Other virtual care apps or services provided as part of your plan

Speak with a doctor through Teladoc¹¹

Aetna will waive your copay for all COVID-19 testing.

If you meet the Centers for Disease Control and Prevention (CDC) guidelines for testing, and it's requested by your doctor, we'll waive the cost for testing. *There may be a cost associated with your doctor visit.*

CVS Pharmacy offers home delivery¹² of prescription medications with NO FEE during the COVID-19 pandemic.

How you can stay safe

The short answer: Keep calm and thoroughly wash your hands often.

The long answer? Don't touch your eyes, nose or mouth with unwashed hands, and avoid close contact with people who are sick. If you have cold-like symptoms, stay at home as a courtesy to your co-workers. And if you share a work-station or equipment with others, consider wiping it down with disinfectant wipes after use.

Source: <https://www.aetna.com/individuals-families/member-rights-resources/covid19.html>



5 - <https://www.aetna.com/index.html>



6 - Stay Informed on COVID-19¹³

¹¹<http://www.teladoc.com/aetna>

¹²https://www.cvs.com/content/delivery?cid=oc_aetna_covid19_032020

¹³<https://www.cvs.com/content/coronavirus>



Coronavirus | CDC share the facts links:

- About Coronavirus Disease 2019¹⁴ (COVID-19)
- Key Facts¹⁵: Know the facts about COVID-19 and help stop the spread of rumors.
- Share Facts¹⁶ about COVID-19

Financial Wellbeing

TIAA Educational Webinars

Would you like to learn more about saving or retirement or planning for the future, but don't have the time to attend a live information session? TIAA offers free on-demand, online webinars on a variety of topics. All employees are welcome to attend and can register at [TIAA.org/webinars](https://www.tiaa.org/webinars)¹⁷.

Wednesday, April 1

- 12 p.m. - Making it Easier for You! Learn About Our Latest Online Tools and Resources

¹⁴<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

¹⁵<https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts.html>

¹⁶<https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>

¹⁷<http://www.tiaa.org/webinars>

Tuesday, April 14

- 12 p.m. - Tax Planning in 2020
- 3 p.m. - The Starting Line: Why and How Retirement Savings Begins Now

Wednesday, April 15

- 12 p.m. - Quarterly Economic and Market Update with TIAA's Chief Investment Strategist

Thursday, April 16

- 12 p.m. - Understanding Medicare
- 3 p.m. - Lifetime Income: Looking to Turn Your Retirement Savings into a Paycheck for Life?

HTA Financial Services | Medicare Webinars ¹⁸

Monday, April 13

Webinar Times: Noon-1 p.m. and 6-7 p.m. | Enroll and sign-up in Totara¹⁹

Presented by Kathleen Bretzel, HTA Financial Services

- Join either of the online HTA Medicare Webinars to learn...
- What is Medicare?
- When and how to enroll
- Initial enrollment vs Special Enrollment and how to avoid penalties
- Enroll vs defer if not retiring at age 65
- Cost-benefit analysis; Employer Coverage vs Medicare when still working

Make sure your coverage is complete:

- What does Medicare cover/not cover
- Is secondary insurance necessary and what are the options
- How do a Medicare Supplement and Original Medicare coordinate
- Overview of Medicare Part D and how it works
- Changing insurance coverage—how & when

¹⁸<https://totara.dickinson.edu/course/view.php?id=339>

¹⁹<https://totara.dickinson.edu/course/view.php?id=339>

Guidance regarding your personal situation and much more. Bring your questions. This is a great opportunity to gather helpful information. Follow the instructions in Totara²⁰ to connect to this ZOOM webinar at the time that best suits you.

HTA Financial Services is dedicated to offering services and educational programs about Medicare and Long Term Care Planning with a mission to alleviate confusion around these two topics. Although anyone can attend these programs, the information is focused on those nearing age 65, working past age 65, nearing retirement, or retired.

Dickinson CRX²¹

CRX is a cost saving international mail order drug program for brand name prescriptions from Tier-1 countries, administered by CRX International. This is a voluntary and safe program for employees and their dependents on Dickinson's group health plan *which does not replace the prescription benefit included with the group health plan*. Participation with CRX International is an opportunity for covered members to take an active role in their healthcare and reduce their out-of-pocket prescription expenses while helping to minimize the overall prescription cost to the Dickinson College group health plan.

Summary Annual Reports²²

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, 2018 to June 30, 2019. You may print and/or view a pdf version of this report by clicking here²³.

Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

²⁰<https://totara.dickinson.edu/course/view.php?id=339>

²¹<http://www.dickinsoncrx.com/>

²²https://www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions/2

²³https://www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions/2

Employee Announcements



The COVID-19 Dashboard²⁴ is the official source of information on COVID-19 for Dickinson College.

If you have questions, please email employeequestions@dickinson.edu²⁵.

Coronavirus Prevention, Information Courses & Working Remotely

To find any of the OpenSesame courses listed below, search by the course name or for a complete list go to *Find Learning, Courses, Filter by, toggle yes under Tagged covid19 & remote work*.

COVID-19

In an effort to keep you informed on the Coronavirus (COVID-19), we've added two courses which are available to all users:

²⁴https://www.dickinson.edu/homepage/1380/covid-19_dashboard

²⁵<mailto:employeequestions@dickinson.edu>

- Coronavirus Precautions and Prevention: Stay Calm, Stay Informed²⁶
- Coronavirus: COVID-19²⁷

Working Remotely

Many of us are not used to working from home. You probably needed to determine where and when to work. The first few days might have been hard to not allow "home" work mix in with your "work" work. Check out tips from Enrollment Management's regional directors - Working from Home - Tips from the Regionals²⁸.

Below is a list of OpenSesame Courses that may help give you a few best practices to keep you motivated and productive.

Available to All Users

- Working Remotely²⁹
- Working From Home - Top Tips³⁰

Available to Employees

- Working From Home-Strategies for Remote Employees³¹

Available to Staff Managers

- Leading Teams - Leading and Managing Effective Virtual Teams³²
- Leading Virtual Teams - Beginner³³
- Managing Remote Teams³⁴

It's also important to maintain a healthy workplace environment whether working on campus or at home. Below are two helpful videos that provide an overview of several ergonomic best practices to ensure you have your workstation set up correctly. *And they just might make you chuckle!*

- Designing an Ergonomic Workstation³⁵

²⁶<https://totara.dickinson.edu/mod/scorm/view.php?id=974>

²⁷<https://totara.dickinson.edu/mod/scorm/view.php?id=976>

²⁸https://www.dickinson.edu/download/downloads/id/11381/working_from_home_tips.pdf

²⁹<https://totara.dickinson.edu/mod/scorm/view.php?id=1001>

³⁰<https://totara.dickinson.edu/mod/scorm/view.php?id=998>

³¹<https://totara.dickinson.edu/mod/scorm/view.php?id=1000>

³²<https://totara.dickinson.edu/mod/scorm/view.php?id=996>

³³<https://totara.dickinson.edu/mod/scorm/view.php?id=1002>

³⁴<https://totara.dickinson.edu/mod/scorm/view.php?id=997>

- Chair Safety and Proper Posture³⁶



Performance Reviews

Due to the current situation with COVID-19, the 2019 performance review due date has been extended to Monday, June 1. Of course, we encourage you to continue to work on them in Totara during this modified operating schedule.

New Hires for the Month of March

Shaina Fernandez, *Facilities Management*

Sara Markowitz, *Clarke Forum*

Amber Shughart, *Facilities Management*

PCard Tip - Miriam McMechen, Financial Operations

Transactions on the Wells Fargo site can be coded as soon as they show on your View Cycle-to-Date activity. We recommend you log onto your account at least once a week to validate the transactions and ensure there are no fraudulent transactions. This will also ease the reconciliation at month end.

What can I do to help?

As uncertainty rises, many organizations are going to quickly deplete their current resources. There are several ways that you can help your community by giving just your time (please remember to follow CDC guidelines). If you are able to give financially, your donations will be greatly appreciated. Below are a few suggestions:

- American Red Cross³⁷: *There is a severe blood shortage due to the coronavirus outbreak. Schedule an appointment to donate blood.*

³⁵<https://totara.dickinson.edu/mod/scorm/view.php?id=995>

³⁶<https://totara.dickinson.edu/mod/scorm/view.php?id=994>

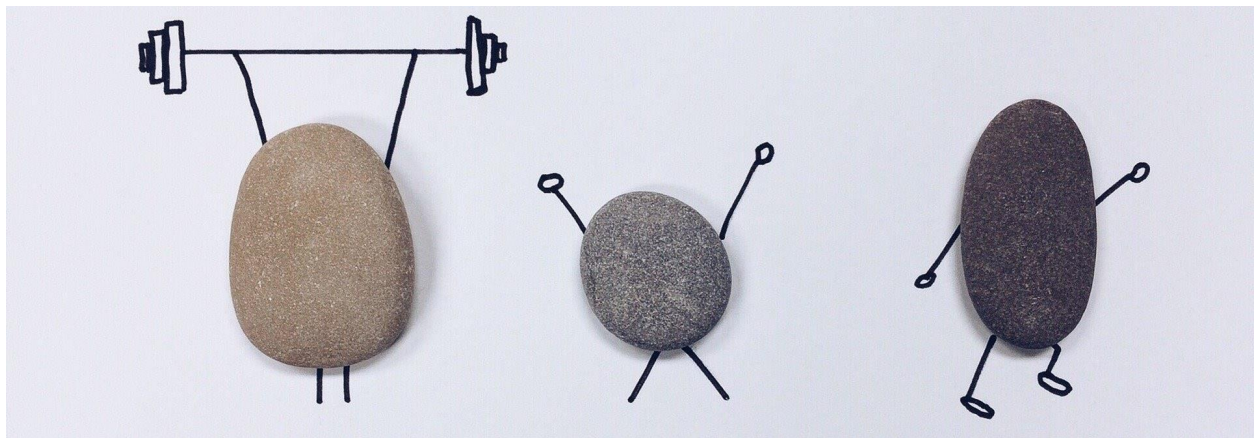
³⁷<https://www.redcrossblood.org/give.html/find-drive>

- Project SHARE³⁸: *Donate time, money or food. All of these are equally and significantly important.*
- United Way³⁹: *Your generosity will help families and people in need access critical information and services like food, shelter, and more.*

Also, many school districts are working with local organizations to pack and distribute breakfast and lunches to students who qualify for free and reduced lunches. Check out your school district's website to see how you can help. Here are a few organizations to start with: *Project SHARE*⁴⁰ and *New Hope Ministries*⁴¹.



Wellness



³⁸<https://projectsharepa.org/donate/>

³⁹<https://www.unitedway.org/>

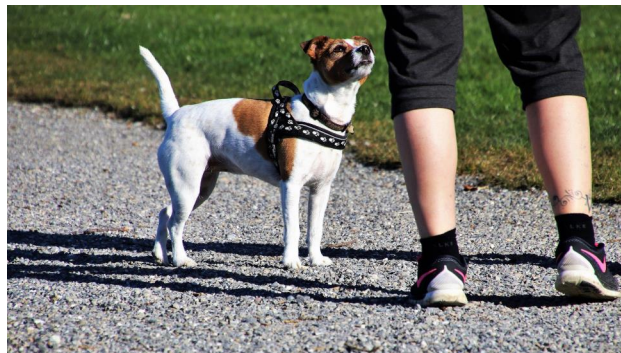
⁴⁰<https://projectsharepa.org/>

⁴¹<https://nhm-pa.org/news/latest-program-updates/>

Spring Into Fitness Challenge⁴²

Despite the warnings of the coronavirus, you can still put on your walking shoes and enjoy the fresh, warmer air outside while maintaining the recommended social distance from others. A little natural vitamin D is a bonus too! If you can't get out, there are so many free videos and programs that you can view online. Search for one or two that works best for you!

The Spring Into Fitness Challenge. began on Sunday, March 15 and continues through Saturday, April 25. Check out the creative below ways to help you reduce stress and maintain your fitness goals.



Spring Into Fitness Walk-Run Pedometer Log⁴³

Just for fun and fitness too - Track and log your steps each day through this six-week Challenge with the goal in mind - of 10,000 steps or more and you will find you are feeling heart healthy and better than before - as you enjoy the great outdoors! The one who has the highest total - may find that exercise is antidotal for the long cold winter's doldrum feeling - and just may increase your inner healing

⁴²<https://totara.dickinson.edu/course/view.php?id=109>

⁴³http://www.dickinson.edu/download/downloads/id/10257/spring_into_fitness_challenge_pedometer_log.xlsx

The winner will also be recognized...and just may receive a special prize!!!

Facebook Fun for Everyone: Get in Shape Grrl!⁴⁴

Are you virtually bored out of your mind - and want to find a fun way to exercise this spring off-campus at home? *Get In Shape Grrl* (online) is Fitness Fun for Everyone! The Broadway COVID Series is virtual and live (at times) with fitness instructors volunteering their time and talents to provide some motivation and fun for us all. Participate as you are able and to your level of fitness and ability. (Hey this is a judgement-free zone!) Click the link above to access the Facebook group, and see the schedule of upcoming sessions online via Facebook.



More Fitness Suggestions:

- Marathon in a Month⁴⁵ is a walking program that provides walking routes that start at Britton Plaza and stroll through the surrounding neighborhood areas in central Carlisle. If you live near the college, this is a great way to complete a daily walk over the course of a month (at least 5 times per week suggested), and easily complete a “marathon in a month” following these routes. The suggested paths generally range from 1-3 miles, with the longest route just under 4 miles. There is an option to also report your Marathon in a Month miles to be included in a monthly random prize drawing each month! Click the Marathon in a Month Tracking Your Walks Reporting Form⁴⁶ to download and complete this for submission (electronically) to diamondj@dickinson.edu⁴⁷!
- Fizikaflex Exercise Guide⁴⁸ is a FREE resource and exercise program designed by a Dickinson alum, Martha Harris '77, who has provided us with this to share with the campus community to promote overall wellbeing! Please click the link or look for this in the Spring Into Fitness Challenge Totara course. Ms. Harris (CEO and Founder of Fizikaflex) is also currently looking for volunteers to participate in a study for the Fizikaflex fitness app⁴⁹ currently being designed and tested. To learn more about this

⁴⁴<https://www.facebook.com/groups/658670808299060/about/>

⁴⁵https://www.dickinson.edu/download/downloads/id/1239/marathon_in_a_month_walking_map.pdf

⁴⁶http://www.dickinson.edu/download/downloads/id/1238/marathon_in_a_month_tracking_your_walks.pdf

⁴⁷<mailto:diamondj@dickinson.edu>

⁴⁸https://www.dickinson.edu/download/downloads/id/11365/fizikaflex_exercise_guide.pdf

⁴⁹<https://fizikaflex.com/>

opportunity open to anyone between the ages of 50 and beyond, simply visit the Fizikaflex website or reply back to me with any questions.

- YMCA360⁵⁰ has 60 free online exercise classes and youth programs from YMCA (No membership is needed to access classes).
- Wellness Yoga Online⁵¹ is offered three times this month ***courtesy of Julie Vastine!*** To participate sign-up now in Totara for access to the virtual live class Zoom link.

Zen Artful Meditation: Slow Art Podcast⁵²

Sometimes life moves way too fast - and part of being well is knowing when to slow down just a bit.

During the Spring Into Fitness Challenge weeks, take some time once in a while to check out the Zen Artful Meditation series produced by the Trout Gallery. The podcast series will vary over the course of the Challenge, so meditating, listening and watching more than once is highly recommended!

Zoning out with this Zen Artful Meditation has many benefits - decreasing stress, centering your mind and ultimately allowing you to think more freely and productively.

Click the podcast link above to enjoy this beautiful and brief meditation opportunity at a time and place that is convenient for you.

⁵⁰<https://ymca360.org/>

⁵¹<https://totara.dickinson.edu/course/view.php?id=341>

⁵²<http://tgapp.dickinson.edu/app2/slow-art-podcast/>



Daily CALM Meditation Challenge

Has all the concerns and worries of the coronavirus (COVID-19) pandemic got your insides churning and stirred into a twist? If so, take a few moments to RELAX and BREATHE using this online resource through the FREE CALM app link below!

Click on this YouTube link for a 31-Day Daily CALM Meditation Challenge⁵³ that you can complete at your leisure to help reduce stress and enhance your wellbeing!



⁵³https://www.youtube.com/watch?v=kFPK1dYWUcs&list=PLgdxvG3Ulbfndn2AAEAKohcNV0w_ulStj&index=1

More Resources for Emotional Support:

- 10% Happier⁵⁴ is a team of dedicated professionals offering a daily chat and free **guided meditation sessions each weekday at 3 p.m.** EST to help everyone during this stressful time. This group is also offering a FREE Coronavirus Sanity Guide⁵⁵ for anyone who is interested.
- OpenSesame Courses available in Totara: Mindfulness - The Importance of Breathing⁵⁶; TED.com video: The Happy Secret to Better Work⁵⁷ with Shawn Achor.
- COVID-19 | Supporting At-Home Children ⁵⁸*compliments of Health Advocate*

For a bit of stress relief over the next several weeks, Aetna is offering weekly Compassion & Relaxation calls

- Call for Community Compassion⁵⁹
- Call for Kids Compassion⁶⁰

Take Advantage of Viewing Free Exhibits and Web Cams

National Aquarium⁶¹: Blacktip Reef, Jellies Invasion and Pacific Coral Reef

National Gallery of Art⁶²: Online Editions

Smithsonian's National Zoo & Conservation Biology Institute⁶³: Naked Mole-Rat, Lion, Giant Panda, and Elephant web cams

⁵⁴http://ablink.mail.tenpercent.com/ls/click?upn=98fMI5BEZibjKdnSZ-2Bpe-2Bfi1zAprz3ChxWKu3-2FJFHk26vrFgU1tLVi5Bugwzv4pLj0d-2FiZg1Bn-2BUXz0xSNi408k0PENUIw9uWynb-2BTT0qSFqjitu104jqei9kB65iN4xm-2BfwACUcoyWjaK-2FB9ICGihLJTv3zOY05HctOjGdrCE-3DQ9-P_NMD7MWhPh-2F9q-2F1kJGrF0xDD7SIEAEgZpOpuZEB6baZQ6B-2Bf-2BHnFHcsvoxei3rs-2BXrhqh7LJrBuvcrXdnk1OQmC9o0z0LNE5bm1HOflWFBF9Sqr1NIPA8tFIOjPCHI5J8HZaFddJw1uFZclziZZs097-2Bfiic9-2ByByvfZ3yXPviezmnTAcZGttfvwCEIEDC7boL5a0NXLeEpyJx8LTxXNPcSFuSFLcQ8phoXUV788YNpjiK1X6fN-2B76SXW66QEhMHRa0dTWeb9-2BbH3xcy-2ByHwfVwWldzMiB4cw5QkzpPGufmx8LOlthgsxzfpo2-2BrRIP52VITAQmztyYIEWA3jpRoxNh7GIpmQlg7HMBz8FRyTQCiuF0T-2BrMav2W3N2OajmgYh-2BxK8jicp-2Fy2DekSV86YTvuLFI2IDTWt-2FOIHfY55XVYNstm9FeFSahTNm85Vev41v9ojvePKWG-2BippyHGA6kBmf8nrXO2V-2Fzvu-2B8OepqAKUXT452Y4Swqm3qgPUiPMJwZiNy32xiGJDjAAAKY86MyNtXKJflaUlxD3D-2Bnk2F7DeRq7Q-2B9Fv8lePZWHoDfalqrhdHklwfThE1hMPuA5jk1nEbphCEPCg7Yd-2Ba2drH7fwa6pOyQJyqi9V08TeE5f07WzWxAyk2uYgYP1hlga6DetqbxSvsid33gYpWrInOss2opxEuYFLnoDWYV0lDqSaSQqiTyR-2B9eXc1xMulddHJboQ-3D-3D

⁵⁵<https://www.tenpercent.com/coronavirussanityguide>

⁵⁶<https://totara.dickinson.edu/mod/scorm/view.php?id=989>

⁵⁷<https://totara.dickinson.edu/mod/scorm/view.php?id=999>

⁵⁸https://www.dickinson.edu/download/downloads/id/11361/covid-19_supporting_at-home_children.pdf

⁵⁹https://www.dickinson.edu/download/downloads/id/11352/aetna_-_call_for_community_compassion.pdf

⁶⁰https://www.dickinson.edu/download/downloads/id/11351/aetna_-_calls_for_kids_compassion.pdf

⁶¹<https://aqua.org/>

⁶²<https://www.nga.gov/research/online-editions.html>

Professional Development



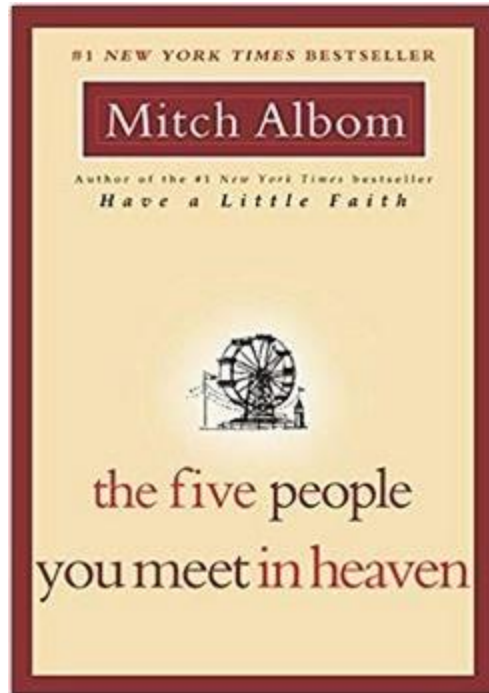
The Five People You Meet In Heaven, by Mitch Albom, poses an interesting scenario...

We (the world) holds different beliefs about the existence or reality of heaven - but that is not what this book is all about. The author paints a picture of how our interactions with others, no matter how minor in our eyes, may impact their lives permanently in some way, shape or form.

A Forum/Blog has been created to encourage participation virtually for anyone who has read this book (recently or in the past). The Office 365 **TEAMS** chat book discussion will take place from noon-1 p.m. on Wednesday, April 8 for anyone who has registered for this book discussion in Totara⁶⁴ prior to April 8!

⁶³<https://nationalzoo.si.edu/webcams>

⁶⁴<https://totara.dickinson.edu/course/view.php?id=43>



College Prep for Parents | Tuesdays, April 7 & 14⁶⁵

April 7 | noon- 1 p.m. | Admissions & High School Counselor

April 14 | noon-1 p.m. | Financial Aid & Tuition Assistance

Human Resource Services, Admissions and Financial Aid, in conjunction with local area high schools offer workshops 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.

The College Prep sessions will be available to view online through **ZOOM**. For more details and the ZOOM access links, please register in Totara⁶⁶.

OpenSesame⁶⁷

Are you interested in personal or professional growth? *This may be a perfect time for you to catch up or look into something new.* Dickinson employees have access, via Totara⁶⁸, to on-line

⁶⁵<https://totara.dickinson.edu/course/view.php?id=42>

⁶⁶<https://totara.dickinson.edu/course/view.php?id=42>

⁶⁷<https://totara.dickinson.edu/>

⁶⁸<https://totara.dickinson.edu/>

training programs through a subscription with OpenSesame offering a wide variety of topics & courses. For more information and to see a complete list of available courses, go to Totara via the Gateway, on the “Find Learning” tab search *OpenSesame*. Below are some highlights:

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

Are you looking for something specific and can't find it? Please reach out via email to Carol Shaffer at shaffeca@dickinson.edu⁶⁹ to see if we can include in the course/topic you are interested in. New courses are added frequently. Check back often!

Communication Links, Announcements & Reminders



⁶⁹<mailto:shaffeca@dickinson.edu>

Physical Wellness Program Incentive Prize Winner for the Month of March

Congratulations to ***Pam Fogelsanger, Enterprise Systems*** for being the Physical Wellness incentive prize winner for the month of FEBRUARY. Eligibility for the monthly incentive drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random drawings are held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via Gateway will automatically be included in the monthly drawings. For more details or to request a form to record your marathon-in-a-month miles, please send an email to devwell@dickinson.edu⁷⁰ or call ext. 8084.

Wellness Incentive Taxability Notification

We thank you for being an active participant in the wellness programs at Dickinson College. We value all employees and offer a variety of programs throughout the year to encourage wellbeing while offering educational, fun opportunities to engage the mind and body while creating a positive inclusive social environment for the campus community. We hope you enjoy participating in these programs and events throughout the academic/fiscal year.

In recognition and appreciation of your participation in the wellness programs, we offer healthy reward incentives. As a reminder, in accordance with IRS regulations, awards and gifts to employees from the college are considered taxable income and the college is required to withhold taxes.

The value of your incentive(s) will be added to your income through payroll, which could result in a decrease in your net pay because of additional tax withholdings on the value or dollar amount. The tax withholding will coincide with the payroll period closest to the date that you receive your annual incentive reward. Please contact payroll with any questions related to this additional withholding.

Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the Gateway⁷¹ or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

⁷⁰<mailto:devwell@dickinson.edu>

⁷¹<https://gateway.dickinson.edu/>

In the event that you register and find that you are unable to attend, our policy⁷² requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.

Campus Resource Quick Links!

How To Guide⁷³

Dickinson Download⁷⁴

Dickinson/Biking⁷⁵

Dickinson/College Farm⁷⁶

Dickinson/Sustainability⁷⁷

Trout Gallery⁷⁸

Theatre & Dance⁷⁹

Campus Announcements⁸⁰

Campus Evens Calendar⁸¹



HUMAN RESOURCE SERVICES

7 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu⁸²

⁷²http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

⁷³[http://www.dickinson.edu/info/20043/about/1562/dickinson_\"how_to\"_guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_\)

⁷⁴http://www.dickinson.edu/info/20198/technology_services/3261/the_dickinson_download

⁷⁵<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

⁷⁶<http://www.dickinson.edu/collegefarm>

⁷⁷<http://www.dickinson.edu/sustainability>

⁷⁸<http://www.troutgallery.org/>

⁷⁹<https://www.dickinson.edu/theatreanddance>

⁸⁰<https://www.dickinson.edu/announcements>

⁸¹<http://www.dickinson.edu/events>

