



Vitality



HUMAN RESOURCE SERVICES

1 - May 2020

Volume XIV | Issue 9

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Mary Ann Leidigh, Registrar

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Accessibility View: Click on the three dots in the upper right corner, choose Accessibility View.

Building Community Initiative



Perfectly Imperfect

by Jeanette Diamond, Wellness and Staff Development Coordinator

Being grateful and thankful for what we have in our lives is one way we can find happiness. Realizing that we are all unique in our own way(s) and accepting this reality helps us to be grateful. Understanding that *a perceived imperfection or difference adds to your own uniqueness* is a great way to remind us all to be thankful for what we have in life.

Perfectly imperfect *IS* how we are all created. Keeping this in mind will help reduce your stress and increase your happiness overall. Be true to yourself. Want to make changes in your life? Start small and simple and *“if you don’t succeed, try-try again.”* Keep moving forward one step at a time...by learning from experiences (mistakes) and considering them as learning moments down the path to your goal. The greatest achievements usually are preceded by many (failed) attempts before reaching the desired goal. It is only failure when you give up and quit trying. Step back, reconsider, make some adjustments, and try again.

Most of all – remember – we are all *“perfectly imperfect”* so embrace your own uniqueness and don’t be too hard on yourself!

Source: Diamond Essence Within¹



3 - Spring Into Fitness Challenge - C is for cattails

Laci Wimer, Children's Center

OpenSesame Courses in Totara Focusing on Mental Health Wellness

Stress Management & Mental Health

Managing Mental Health Issues²: In this course, we want to teach you how to recognize mental illness in an employee and to know what your responsibilities are. We'll talk about how to support your team member and encourage treatment. We'll also discuss what to do when mental illness impacts someone's work performance.

Depression & Low Mood³: Understanding depression is the first step to recovering from it. Whether it's you that's suffering, or you suspect that your friend or relative is, this course is an aid to diagnosis, treatment and recovery. We're not claiming it will cure you. But it's going to

¹<https://diamondessencewithin.com/2019/11/04/gratitude-and-thankfulness/>

²<https://totara.dickinson.edu/mod/scorm/view.php?id=1111>

³<https://totara.dickinson.edu/course/index.php?categoryid=58>

help you on your way down that road. It's not a sprint, it's a marathon, and we'll be at the side of the road passing you water as you go.

Raising Resiliency - Build Tolerance for Stress⁴: We will introduce you to a number of stress-relief techniques such as a "Worse Case Scenario Game" and a number of compartmentalization exercises. After completing this course, you will be equipped to manage stress more effectively. You will no longer find yourself carrying negativity from one situation to another, such as workplace stress spilling over into your personal life. These stress tolerance techniques will help you to improve your relationships and overall well-being.

Resilience

How to Build Resilience⁵: This module explores key steps to help you build resilience in both your work and personal life.

Developing Resilience⁶: Learn the 6 key steps to reframe your negative thinking and move on from stressful situations, improving your relationships and experiences at work and at home. In just 5 short minutes, this course will show you how to become a more resilient person. It includes engaging animated video with audio narration and quizzes to review and evaluate your understanding of the subject matter.

Managerial Courage: 02. How to Build Resilience⁷: As a manager, your job can be rewarding and wonderful. It can also be tiring and thankless. It's a difficult task dealing with the ups and down of management without becoming stressed and burned out. With any job, you'll have challenges and setbacks. You're likely to make mistakes along the way. How you handle these situations is what makes you a good manager. In this course, we'll discuss having the ability to bounce back when things don't go as planned.

Encouragement

The Happy Secret to Better Work | Shawn Achor⁸: We believe we should work hard in order to be happy, but could we be thinking about things backwards? In this fast-moving and very funny talk, psychologist Shawn Achor argues that, actually, happiness inspires us to be more productive.



⁴<https://totara.dickinson.edu/course/index.php?categoryid=58>

⁵<https://totara.dickinson.edu/course/index.php?categoryid=57>

⁶<https://totara.dickinson.edu/course/index.php?categoryid=57>

⁷<https://totara.dickinson.edu/course/index.php?categoryid=57>

⁸<https://totara.dickinson.edu/course/index.php?categoryid=56>

In the Time of Pandemic

And the people stayed home.

And read books, and listened, and rested, and exercised, and made art, and played games, and learned new ways of being, and were still.

And listened more deeply. Some meditated, some prayed, some danced. Some met their shadows. And the people began to think differently.

And the people healed.

And, in the absence of people living in ignorant, dangerous, mindless, and heartless ways, the earth began to heal.

And when the danger passed, and the people joined together again, they grieved their losses, and made new choices, and dreamed new images, and created new ways to live and heal the earth fully, as they had been healed.

by Catherine O'Meara (shared with permission)

Source: *The Daily Round* | *In the Time of the Pandemic*⁹



4 - Spring Into Fitness Challenge - K is for Kerplunk

Bernadette Pham (and Sonoma), Human Resource Services

⁹<https://the-daily-round.com/2020/03/16/in-the-time-of-pandemic/>

Combating the Side Effects of Social Isolation

Tips to reduce boredom, loneliness and more

As the COVID-19 outbreak has prompted recommendations to stay at home and avoid non-essential outings, you may be feeling increasingly lonely, restless, bored, or frustrated from being cooped up. Getting outside for a walk, hike, or bike ride (keeping a safe distance from others) is a great antidote for these feelings. And aside from binge-watching your favorite shows, watching funny animal videos, or escaping into a favorite novel, here are some additional tips that could help lift your spirits, calm your fears and feel more closely connected with others, when that feeling of “the four walls closing in” starts to set in.

Stay Informed but be Selective

Follow up-to-date guidance and information from reputable sources like the Centers for Disease Control and Prevention¹⁰ (CDC), and local health officials.

- Stick to a time limit for viewing news
- Avoid watching endless news segments or scrolling through tons of news articles
- Avoid hearsay and information from untrustworthy sources

For more tips on combating the side effects of social isolation, click here¹¹.

Source: HealthAdvocate¹²

¹⁰https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html

¹¹http://www.dickinson.edu/download/downloads/id/11531/health_advocate_covid-19_combatting_side_effects_of_social_isolation.pdf

¹²<https://www.healthadvocate.com/site/>



5 - Spring Into Fitness Challenge - Q is for quarantine

Mary Ann Leidigh, Registrar

Coronavirus (COVID-19): The Psychological Effects¹³

In this 15-minute webinar recording, featuring Bert Alicea, the Executive Vice President of our EAP+Work/Life Division, you'll learn tips and strategies to keep your emotions in check during this difficult time. You'll learn about effective coping techniques, how to protect yourself and others, and where to go for more information.

Source: HealthAdvocate¹⁴

¹³<https://vimeo.com/396741853/178f20db9a>

¹⁴<https://www.healthadvocate.com/site/>



Dickinsonians Coping With COVID-19

by Lizzy Parry '21, WGRC student worker

As I'm sure most of you have read over and over again as you scroll through your email these days, these are truly "uncertain and scary times, and I hope that this email finds you well." And while those words are almost always sent with warmth and genuine concern, their incessant use throughout the course of online learning has it warping into a seemingly insincere and robotic line to be copied and pasted.

Amongst all the chaos that this global crisis has brought every member of the Dickinson community, now, more than ever, Dickinsonians must lean on each other. While this may seem difficult, seeing that most of us crave big hugs, the company of loved ones, and some sliver of normalcy, one way that we as a community can come together is by envisioning our shared experience. During what can only really be described as the world, as we know it, coming to a sudden pause, so many parts of our daily life have continued moving forward despite the widespread global fear, depression, and overall anxiety. We all still continue to submit assignments, email professors, and show up to classes. Despite the somewhat shared sentiments of anxiety and grief amongst college students, we have all become pretty desensitized to the world seemingly crumbling around us, as we sign our 6th email of the day with the obligatory "I hope this email finds you safe and well". With some of our only human contact of the day being formal Zoom lectures (completed in week-old sweatpants in your childhood bedroom) they somehow still lack intimacy.

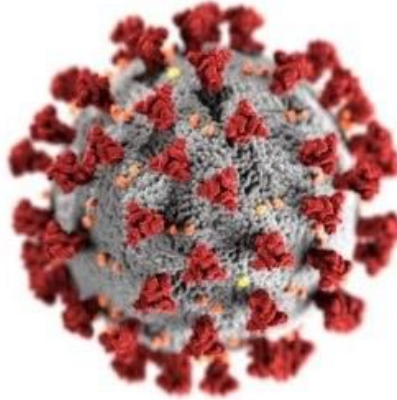
The Women's and Gender Resource Center has created an **online page open for COVID-19 journal entries** submitted by members of the Dickinson community in hopes of creating a similar sense of community that we find on campus. This page urges honest, encouraging, genuine, informal reflection of how you've found yourself coping with COVID-19 quarantine. You can choose to be anonymous. Hopefully, this page will become a mosaic of words of

encouragement, daily anecdotes, etc., that will give insight into the lives of those within our Dickinson community. We're all trying our best; it helps to know just how other people are too.

On this¹⁵ page, feel free to tell us how you are *actually* doing; whether it is reflected in a poem, diary entry, picture, recipe, etc., and we will share it¹⁶ with the rest of the Dickinson community.

Form Entry: https://dickinson.co1.qualtrics.com/jfe/form/SV_3sop7Uf0gr8uki9

Email photos to: bickford@dickinson.edu¹⁷



6 - CDC/Alissa Eckert and Dan Higgins

Coping Strategies with the Help of a Pet

By Carrie Bowerman, MSW, LCSW, Dickinson College Wellness Center

The research is in; interacting with pets can help to improve our mental health. During this time of increased stress and uncertainty, they unconditional love and acceptance experienced with a pet can be uplifting.

Plan some time with a pet!

To read more, please visit: Coping with the Help of a Pet¹⁸

¹⁵https://dickinson.co1.qualtrics.com/jfe/form/SV_3sop7Uf0gr8uki9

¹⁶[https://www.dickinson.edu/info/20229/women s and gender resource center/1858/programs and events/6](https://www.dickinson.edu/info/20229/women_s_and_gender_resource_center/1858/programs_and_events/6)

¹⁷<mailto:bickford@dickinson.edu>

¹⁸https://www.dickinson.edu/download/downloads/id/11439/coping_with_the_help_of_pets.pdf



7 - Spring Into Fitness Challenge - B is for Brady

Miriam McMechen, Financial Operations

Struggling with Emotional Eating

Courtney Hager, Registered Dietitian, Dickinson College Wellness Center

Boredom, stress and depression as well as other emotions can lead to emotional eating. Here are a few ways to combat it:

1. **EAT ONLY AT THE TABLE:** Snacking on the couch, at your desk, in the car, or other non-dining focused locations can contribute to mindlessly eating.
2. **REMOVE DISTRACTIONS:** Phones, magazines, and laptops while eating can distract us from our body's signals about fullness and satisfaction.
3. **PLAN MEALS THAT SATISFY YOU:** If you walk away from a meal fully satisfied, you may be less likely to circle back later to find more goodies.
4. **IDENTIFY YOUR EMOTION:** When you're reaching for unplanned snacks and treats, it helps to name the emotion you're feeling that is moving you toward the fridge. A professional counselor can help if this is challenging to do.

5. **MAKE A LIST OF COPING STRATEGIES:** When you feel an "emotional eating" moment coming on, check your list of strategies. This might be a fitness routine, teaching your dog a new trick, adult coloring books, or calling a friend.



8 - Spring Into Fitness Challenge - L is for lavender tea cup

Jeanette Diamond, Human Resource Services

Be Well - Be Calm - Be Engaged¹⁹

The coronavirus (COVID-19) pandemic has created an atmosphere of unrest and turmoil in our lives. As the environment evolves, we continue to strive for some balance and look for ways to offer support to the Dickinson community.

This page includes:

- Mindful Meditation tips
- Emotional Wellbeing Resources
- Special Resources for Adults, Kids & Teens

¹⁹https://www.dickinson.edu/info/20083/human_resource_services/1755/worklife_balance/2

- Substance Abuse & Mental Health Services Administration

And More!

Check out the Center for Spirituality and Social Justice Facebook page²⁰, offering live meditation at 8 p.m. on Mondays.



Deep Breathing, Relaxation & Mindfulness Workshop

Mind-body techniques for calming anxiety and cultivating present-moment awareness and focus.

Feeling anxious in these stressful times and struggling to practice focus and calm? This group meets weekly to engage in mind-body techniques for calming anxiety. Each meeting begins with deep breathing and then focuses on a relaxation exercise, a mindfulness technique, or a guided visualization. The group meets weekly through Zoom on Thursdays, through May 21, at 4:30 p.m. Beginners welcome.

Join the Zoom Meeting with Megan Nesbitt²¹, Staff Psychologist at the Wellness Center on Thursdays at 4:30 p.m.

The Daily Breath • A podcast on Anchor²²

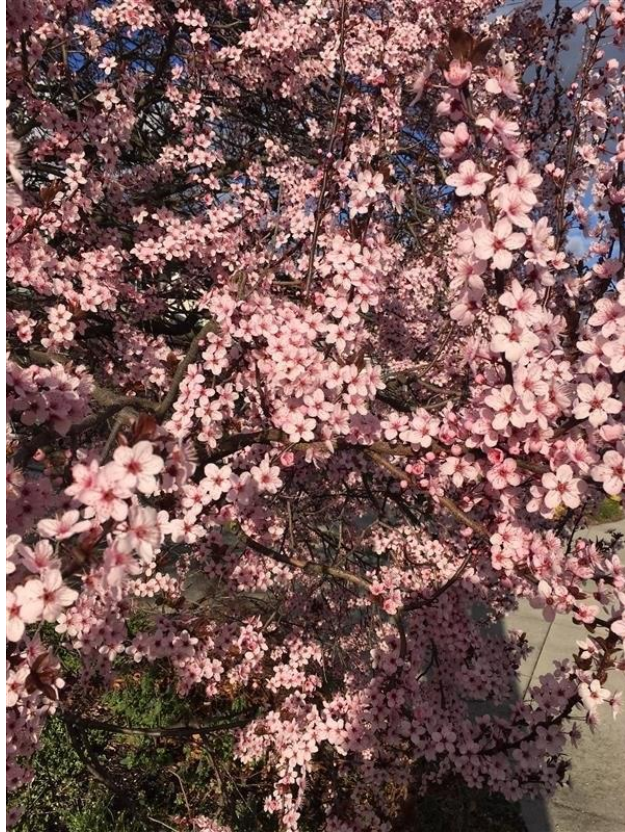
By Megan Nesbitt

Deep breathing exercises, relaxation, guided visualization, and mindfulness activities for supporting calm, promoting mental balance, and managing anxiety. Listen on your preferred podcast source at your convenience!

²⁰<https://www.facebook.com/DickinsonCSSJ>

²¹<https://us04web.zoom.us/j/78195505816>

²²<https://anchor.fm/megan-n1>



9 - Spring Into Fitness Challenge Photo - B is for blossoms

Megan Nesbitt, Wellness Center

Coping with COVID with Dr. Missy Taylor and Todd Drazien, LCSW

This is a DBT-informed Skills podcast that will focus on Mindfulness, Interpersonal Effectiveness, Distress Tolerance and Emotion Regulation. In this podcast, Missy and Todd will discuss ways to utilize DBT informed skills to improve emotional health during the Coronavirus pandemic.

Coping with COVID²³

²³[https://www.icloud.com/attachment/?u=https%3A%2F%2Fcvws.icloud-content.com%2FB%2FASELILvw7VX8x2lnSqaQ-GHYSjpdAScV5YtHGVA6NdGomATzbl-QcIVG%2F%24%7B%3Fo%3DAnlsB6qyR3Hpf0Kd68Jv7XT8yVIII3JFIK44pJ1pu2_O%26v%3D1%26x%3D3%26a%3DCAogz4_ppgKrEG2MKsev84YXsUKQr4diFTnDT7PSA11iDoASJxCxijJmS4YsZiDnaMulgEAKggByAD_Xzj-GlIE2Eo6XVoEkHCFRg%26e%3D1590004075%26k%3D%24%7B%3D%26f%3D%26r%3D37D8E1D7-E4CB-48F6-BC71-5E524A078841-1%26ckc%3Dcom.apple.largeattachment%26ckz%3D7E6DECC2-3D33-44DD-B772-30381BA499FC%26p%3D36%26s%3D6kHEjxAt5bSAijd--zTU3E1wDxU&uk=-HbA-xPn9GXIBGzzGrG1g&f=Coping with COVID episode 2 - 4%3A20%3A20%2C 3.45 PM.m4a&sz=20577766](https://www.icloud.com/attachment/?u=https%3A%2F%2Fcvws.icloud-content.com%2FB%2FASELILvw7VX8x2lnSqaQ-GHYSjpdAScV5YtHGVA6NdGomATzbl-QcIVG%2F%24%7B%3Fo%3DAnlsB6qyR3Hpf0Kd68Jv7XT8yVIII3JFIK44pJ1pu2_O%26v%3D1%26x%3D3%26a%3DCAogz4_ppgKrEG2MKsev84YXsUKQr4diFTnDT7PSA11iDoASJxCxijJmS4YsZiDnaMulgEAKggByAD_Xzj-GlIE2Eo6XVoEkHCFRg%26e%3D1590004075%26k%3D%24%7B%3D%26f%3D%26r%3D37D8E1D7-E4CB-48F6-BC71-5E524A078841-1%26ckc%3Dcom.apple.largeattachment%26ckz%3D7E6DECC2-3D33-44DD-B772-30381BA499FC%26p%3D36%26s%3D6kHEjxAt5bSAijd--zTU3E1wDxU&uk=-HbA-xPn9GXIBGzzGrG1g&f=Coping%20with%20COVID%20episode%202-4%3A20%3A20%2C%203.45%20PM.m4a&sz=20577766)

Snapshot Moments



May is National Photography Month

In the spirit of National Photography Month, we are having a photo contest to help promote connection and engagement. The pictures can be taken now or from the past. There is no time limit but they do have to be your own personal pictures and not from an online/commercial resource.

Here's how to enter the contest.

- Join the Team!²⁴ in Office 365 "Teams" - *Dickinson Photo Contest* is the Team name.
- File your photo under the appropriate folder in the "Files" tab section of the *Dickinson Photo Contest* Team.
- You can also email your photo to devwell@dickinson.edu²⁵. Please be sure to include your name in the file name.
- Deadline for submission: Friday, May 22

Categories include: Architecture, Baby, Dickinson Life, Food, Hobbies, Landscapes/Waterscapes, People, Pets, Sports, and Wildlife.

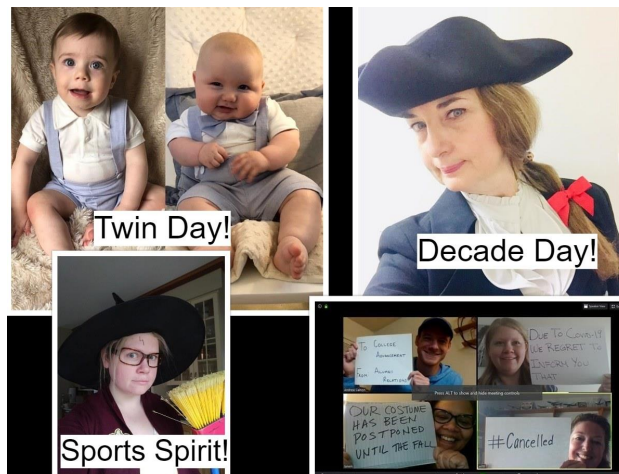
²⁴<https://teams.microsoft.com/l/team/19%3aa4f1974d1ab34d7396b81f26c4ea4a5a%40thread.tacv2/conversations?groupId=196ec6c6-e7dc-4468-a467-e4553698e646&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

²⁵<mailto:devwell@dickinson.edu>

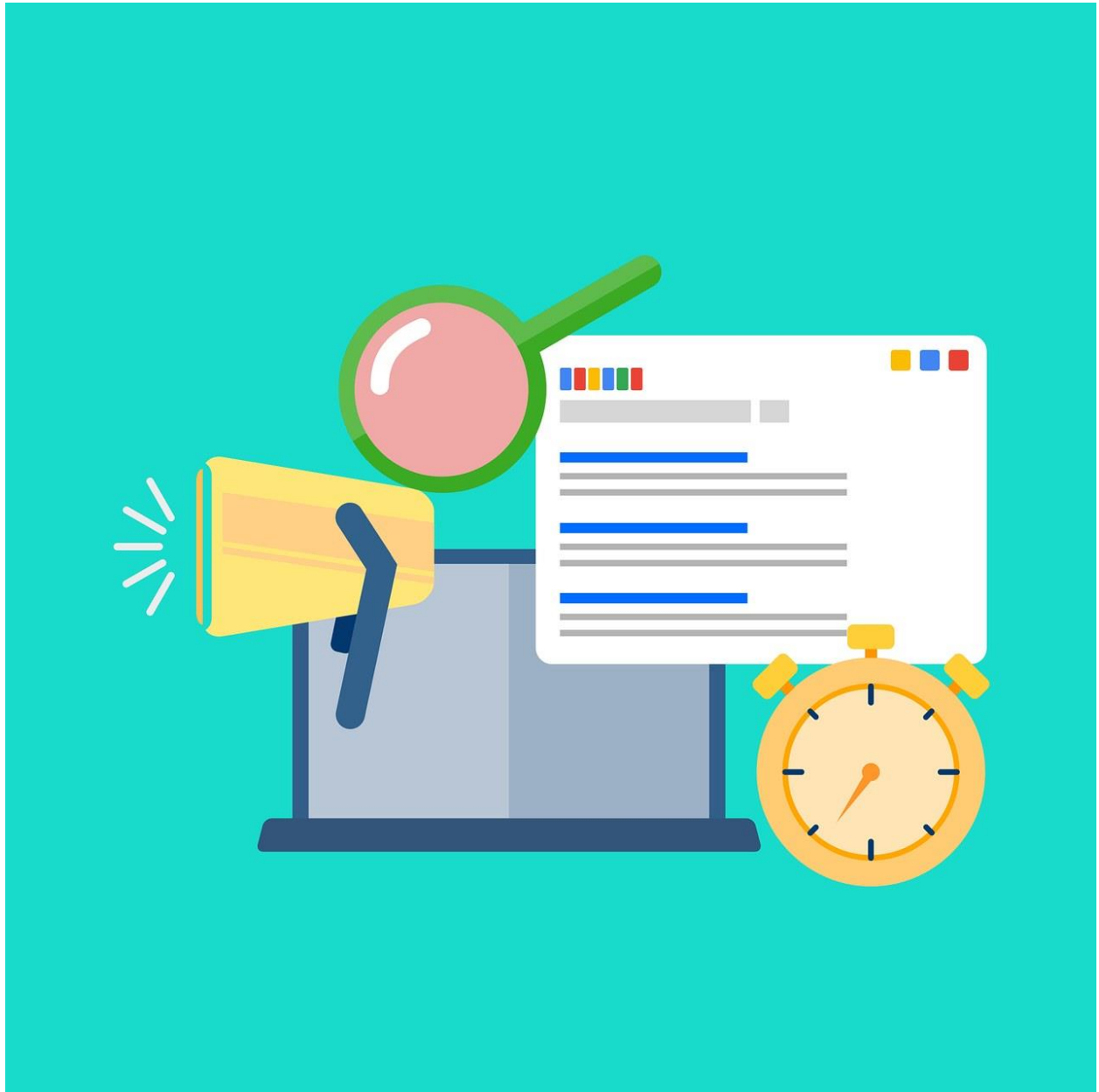
Everyone will have a chance to vote for the best of the best in each category. Details will be coming soon. Winners will be announced in June's issue of Vitality.

Social Media information for sharing:

- #PhotosConnectDickinsonians2020
- #NationalPhotographyMonth
- Facebook: @DickinsonHRS
- Twitter: @DickinsonHR
- Instagram: @hrs_dickinsoncollege



Virtual Employee Benefits & Wellness Fair - May 11-30



The annual **Benefits & Wellness Fair** happens each spring to provide benefits and wellness information to employees in support of the 2020 annual open enrollment period from May 13-29. *The **Fair** will open soon.*

Vendors provided information and updates on their services and fees, along with products offered (if applicable), which are shared virtually online in Totara!

Go to Totara²⁶ via the Gateway to learn more about core benefit solutions or to find special discounts and promotional offerings with local vendors. Once the course page opens, **search for key word: Benefits.**

Special Virtual Benefits & Wellness Fair Sessions

United Concordia - Dental Benefits and Q&A Presentation | Tuesday, May 12 at noon²⁷

Join Kevin Reagan, United Concordia Dental, as he reviews dental benefits available to Dickinson employees and answers any questions you may have. This presentation is available via Zoom and has a phone call option too. Click on the link for more information.

TIAA Money at Work 1: Foundations of Investing | Thursday, May 21 at 3 p.m.²⁸

Join Conchita Dixon of TIAA to discover how you can manage risk versus reward as well as understand the role of investing and managing risks, ways to help accelerate savings and tools that can help sustain a portfolio. This one-hour interactive session will include a live Q/A to get answers to your questions! Enroll and register through Totara²⁹ via the Gateway by searching for course name "TIAA".

CVS Caremark - Prescription Drug Benefits and Q & A Presentation | Tuesday, May 26 at 1 p.m.³⁰

Join Bryan Best, Account Manager with CVS Caremark, as he reviews our prescription drug plan and answers any questions you may have. This presentation is available via WebEx and has a phone call option too. Click on the link for more information.

Fidelity Market Volatility Seminar | Thursday, May 28 at noon³¹

With the market's recent downturns, you may be concerned about the retirement savings you've worked so hard to build potentially being in jeopardy. Join our Navigating Market Volatility webinar and get answers to questions like these:

- Should I change how I'm invested to something less risky?
- Should I move to cash right now?
- How do I pull my money out of the market?
- Why should I put more into my retirement savings plan?

²⁶<https://totara.dickinson.edu/>

²⁷<https://totara.dickinson.edu/course/view.php?id=351§ion=5>

²⁸<https://totara.dickinson.edu/course/view.php?id=351§ion=10>

²⁹<https://totara.dickinson.edu/course/view.php?id=297>

³⁰<https://totara.dickinson.edu/course/view.php?id=351§ion=3>

³¹<https://totara.dickinson.edu/course/view.php?id=351§ion=9>

Get the Most Out of Your Benefits



Aetna Individual Consultation (Phone Appointments) | Thursday, May 14 | 12:30-4:30 p.m.³²

Managing your money and making choices for your healthcare are challenges many of us face regularly. Our representative, Jean Enders, is available on Thursday, May 14 for phone appointments. Take advantage of making an appointment to speak with her to get your questions answered about claims or learning to read your EOB (Explanation of Benefits). Register for a 1:1 consultation by clicking the link above to select your appointment time. **A phone number will be provided once you register.** If you have documents pertaining to your questions such as explanation of benefits, bills etc.; please be sure to scan these files so you can share through Webex and view together with the Aetna representative.

Aetna - \$0 Copay for Telemedicine³³

Effective March 6, 2020, a number of COVID-19 resources are available to Aetna members, including:

- Waived co-pays for all diagnostic testing related to COVID-19 for Commercial Medicare and Medicaid members

³²<https://totara.dickinson.edu/course/view.php?id=60>

³³<https://cvshealth.com/covid-19/aetna-faq>

- For the next 90 days, ***until June 4, 2020***, Aetna will offer zero copay telemedicine visits - for any reason.

Go to <https://cvshealth.com>³⁴ to access updates on how Aetna and CVS Caremark are responding to the coronavirus (COVID-19) outbreak in relation to our medical and prescription drug insurance plans.

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

Kids & Community Calls for Compassion Extended weekly through May

Due to positive response, we have decided to continue these calls through the end of May, to provide participants a sense of calm and connection during this unprecedented time.

- Kids Calls: Wednesdays 11:00-11:15am EST
- Adults/Teen Calls: Wednesdays 11:30-11:45am EST

These listen-in sessions are 10-15 minutes in length, and include breathing practices, positive readings and guided meditation. Call-in line for all sessions: 844-712-3250; Access code 716 720 596

Sessions are open to all and hosted by Anjali Sharma, Public Sector Wellness Consultant and Mindfulness Advocate for Aetna.

Aetna: Free Public Resources

We're Here for You. As an outpouring of community services emerge during this time, we would like to share some of them with you.

To learn more, please visit: Aetna Free Public Resources³⁵



May TIAA Educational Webinars

³⁴<https://cvshealth.com/newsroom/articles/what-you-need-know-about-new-coronavirus-outbreak>

³⁵https://www.dickinson.edu/download/downloads/id/11530/aetna_free_public_resources_listing.pdf

Would you like to learn more about saving or retirement planning for the future? TIAA offers free on-demand, online webinars on a variety of topics. All employees are welcome to attend and can register at [TIAA.org/webinar](https://shared.tiaa.org/public/publictools/campaign/login/webinar?resume=/idp/9ZGxX/resumeSAML20/idp/SSO.ping)³⁶. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

- May 12 at noon - Estate Planning Basics
- May 12 at 3 p.m. - Start to Finish: The early career woman's guide to financial wisdom
- May 13 at noon - Lifetime Income: Marketproof your retirement
- May 13 at 3 p.m. - Paying Yourself: Income options in retirement
- May 14 at noon - The 411 on 529 College Savings Plans



Fidelity Consultations | May 28

Fidelity Investments is offering virtual meetings and personal phone appointments with Daniel McCarthy, CFP, Retirement Planner / Personal and Workplace Investing.

To schedule, please visit www.fidelity.com/reserve³⁷ or call 800-642-7131 with your preferred time. You may also speak with a representative Monday-Friday from 8:30 a.m. to midnight by calling 877-895-5986.

HealthAdvocateSM

Health Advocate offers assistance and services as an independent organization for our full-time employees, their children, spouse, parents and spouse's parents. Their staff of registered nurses and physicians help to navigate the increasingly complex set of issues faced in the health care marketplace. They know our health plan intimately, but will also be able to guide you to the best, most efficient and effective solutions to health care issues. Complete information about the service is available at Health Advocate's website³⁸. Additionally, Health Advocate offers a multitude of online resources and education materials – including health risk assessment survey

³⁶<https://shared.tiaa.org/public/publictools/campaign/login/webinar?resume=/idp/9ZGxX/resumeSAML20/idp/SSO.ping>

³⁷<http://www.fidelity.com/reserve>

³⁸<http://www.healthadvocate.com/>

tools, and videos on topics such as how humor and laughter reduces stress and improves wellbeing!

- **Health Advocate | Laughing Your Way to a Strong Immune System**³⁹

Employee Announcements



The COVID-19 Dashboard⁴⁰ is the official source of information on COVID-19 for Dickinson College.

Virtual Employee Town Meeting

Monday, May 11 at noon.

³⁹<https://healthadvocate.personaladvantage.com/portal/content/10047270;subject=10001460>

⁴⁰https://www.dickinson.edu/homepage/1380/covid-19_dashboard

Send any questions you may want addressed to employeequestions@dickinson.edu⁴¹ by May 5.

Open Enrollment

The annual open enrollment period will be held from mid-May through Friday, May 29. Open enrollment will be conducted online via Self-Service Banner. Flexible Spending Accounts for health and/or dependent care reimbursement **MUST** be re-established each fiscal year during open enrollment. *Funds from the current fiscal year need to be used by Tuesday, September 15, 2020.*

Banner Employee Dashboard and Changes to Pay Advice Distribution

A new look to Employee Self-Service in Banner was rolled out on Monday, April 20 and important employee and payroll enhancements were launched via the Gateway on that date.

The NEW Employee Dashboard allows college employees to access both personal and employment information online. Employees can view and make changes in real time to their personal profile, including changes to emergency contacts and certain deductions. This new Dashboard is mobile friendly and has a more modern look and feel.

If you are paid via direct deposit, you will receive notice of your pay advice via email and will need to log into the Employee Dashboard to view a copy. A printable document will also be available for your records. You'll no longer need to enter a separate PIN as pay advices (current and past) will now be maintained within the Gateway. You will receive notice of your pay advice no later than the actual pay date. If you experience any issues, please contact payroll@dickinson.edu⁴².

Performance and Introductory 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.

⁴¹<mailto:employeequestions@dickinson.edu>

⁴²<mailto:payroll@dickinson.edu>



FAREWELL CELEBRATION FOR DONNA HUGHES



Videos needed for Donna to take with her on her new adventures. Please share a video of your memories of how you interacted, a special connection with her, reflections of your work together and what ever else you would like to add. Email videos to loudonl@dickinson.edu

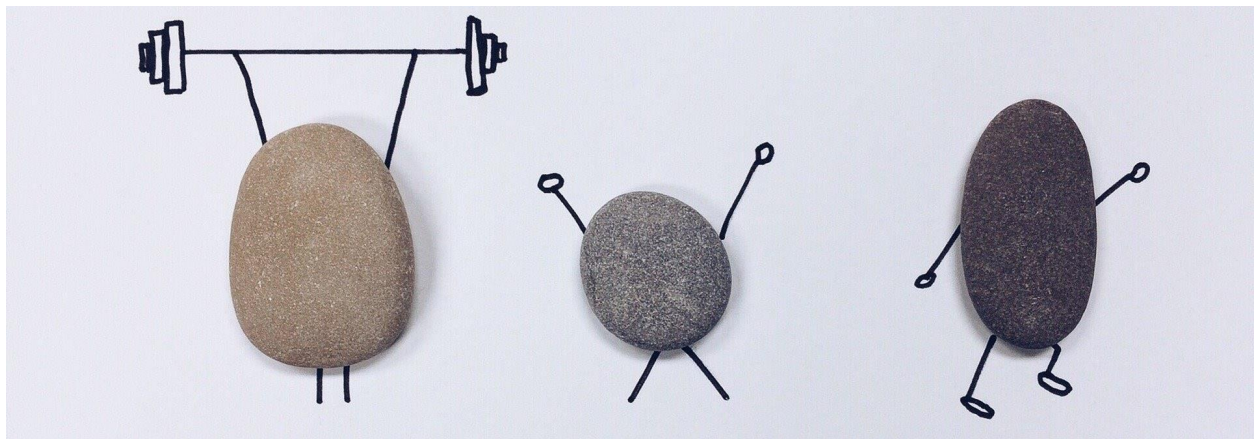
VIDEO SUBMISSIONS DUE BY
Wednesday, May 6 at 4:30 p.m.

The Office of Equity and Inclusivity is planning a drive-by and walk-by event for Donna on **SUNDAY, MAY 17 AT 1 P.M.** at her home where colleagues and friends can wave goodbye.

If you would like to participate in this event, please email Lori Loudon at loudonl@dickinson.edu.

11 - Email Lori Loudon⁴³

Wellness



⁴³<https://mailto:loudonl@dickinson.edu>

Nutrition Corner: Food Safety and COVID-19

Courtney Hager, Registered Dietitian

- As always, wash hands before touching food that you are preparing or eating.
- Do not share utensils or drink containers like glasses or water bottles.
- Ensure your countertops and other kitchen surfaces are cleaned regularly (especially before food preparation). Also, it is a good habit to routinely wipe down the inside of your refrigerator and freezer with warm soapy water.
- There is no evidence that supplements, teas, essential oils, or cleanses will prevent or cure COVID-19. If you see a product or program making these claims, they are fraudulent and illegal. The Food and Drug Administration (FDA) is in charge of supplement claims and thus far, none have been approved for curing, treating, or preventing the disease.
- Coronavirus does not grow on food like bacteria does. It is possible that if someone with the virus touches your food or food packaging it can be transmitted to your hands upon touching it. It will die after a period of time and will no longer be a concern. However, if you are worried, wipe down food packages with soap and water or a disinfectant wipe.
- Experts believe the virus may be killed off in the cooking process much like other viruses so if fresh produce is a concern for you, feel free to use it in cooked dishes rather than raw.

Sources and Further Reading:

<https://www.eatright.org/coronavirus>

<https://www.consumer.ftc.gov/features/coronavirus-scams-what-ftc-doing>

<https://www.consumerreports.org/food-safety/coronavirus-common-questions-about-the-food-you-eat-food-safety/>

<https://www.foodsafety.gov/keep-food-safe/4-steps-to-food-safety>

<https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/coronavirus-disease-2019-covid-19-frequently-asked-questions>



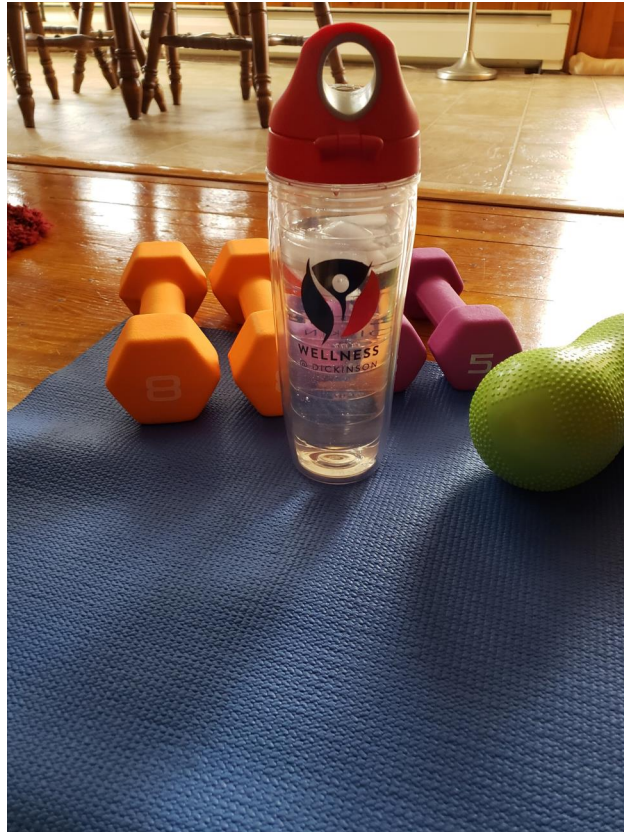
Wellness Yoga Online | Wednesdays, May 13 & 27 at noon

Volunteer Instructor: Julie Vastine, 200-hour RYT

Does COVID-19 have you looking for a way to manage stress and move your body? If so, consider joining this online wellness yoga class. The class will start with guided centering breath work, move into gentle movements to warm up your muscles, head into a flow of yoga poses (with cues and modification suggestions) to build heat and flexibility, and end with a closing centering and relaxation. *Previous yoga knowledge is encouraged but is not necessary. Participate to your own comfort level and ability!*

Go to Wellness Yoga Online in Totara⁴⁴ for more information and to obtain the Zoom link. Please remember to sign-in a few minutes early, allowing enough time to join the session.

⁴⁴<https://totara.dickinson.edu/course/view.php?id=341>



12 - Spring Into Fitness Challenge - Y is for yoga mat

Carol Shaffer, Human Resource Services

Go Ahead – Laugh at Life | Enjoy Giggles | Find Humor...Improve your Wellbeing!

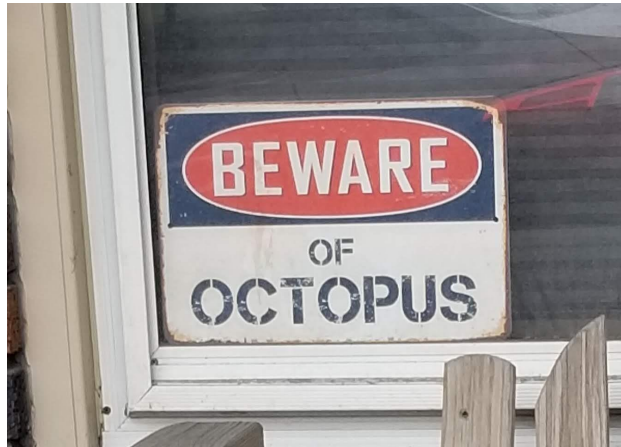
Life is complicated and our world changes on a daily basis –

COVID-19 scares us with so many unknowns. The economy flips and flops. What to do about these things we cannot control ourselves – Who knows?! One thing we can do is learn to accept the things we cannot change – but also change the things we cannot accept and do have control over...such as our own grumpiness and general attitude or outlook. Most of us have all heard the phrase that *“laughter is the best medicine”* and now more than ever this free remedy is a wonderful way to feel better and possibly boost your immune system! [Source: <https://diamondessencewithin.com>⁴⁵]

Check out the items below to find reasons to giggle or bust out laughing – it just may boost your immunity and ability to deal with some things beyond your control!

⁴⁵<https://diamondessencewithin.com/2020/04/24/go-ahead-laugh-at-life-enjoy-giggles-find-humor-improve-your-wellbeing/>

- HelpGuide.org | Laughter is the Best Medicine⁴⁶
- Mayo Clinic | Stress Relief from Laughter – It's no joke⁴⁷



13 - O is for what?

Bonnie Lehman, Office of Academic Affairs

Wellness Online⁴⁸

It's not too late - There is still time to complete the Wellness@Dickinson Incentive Program⁴⁹ requirements by May 30! *This virtual Totara course offers an alternative to attending the traditional live sessions while promoting educational opportunities through website links provided for the five core areas of wellbeing. To earn your **Wellness@Dickinson Incentives for 2019-2020**, completion of a Biometric Screening (or annual well-visit with your primary care provider) and Health Risk Assessment is required, along with at least one or more activity options in each of the five core areas (physical, emotional, financial, intellectual and nutrition) - either by attending live sessions or by completing the Wellness Online course alternatives.*

Wellness programs supported through Human Resource Services are all offered on a voluntary basis. For questions about the wellness program design or offerings, please contact Jeanette Diamond at 717-254-8084 or send an email to devwell@dickinson.edu.

Health Risk Assessments

Free – Online through Aetna Navigator or Health Advocate or Healthy Life HRA

⁴⁶<https://www.helpguide.org/articles/mental-health/laughter-is-the-best-medicine.htm>

⁴⁷<https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/stress-relief/art-20044456>

⁴⁸<https://totara.dickinson.edu/course/view.php?id=75>

⁴⁹https://www.dickinson.edu/download/downloads/id/10764/wellnessdickinson_incentive_program_2019-2020.pdf

The survey is completely confidential with only the participant receiving the results. Any of these online options takes only about 15-20 minutes to complete and provides a full report, which is immediately downloadable in pdf format or can be reviewed online within the platform used to complete it. The online survey results include tips and links for online health coaching and resources for any risks identified. Taking steps to reduce your health risks is taking steps to stay active and healthy to be with the ones you love now and in the future

Note: All online HRA options listed below will require a user log-in – and/or the creation of a username/password if you have not previously done this.

- **Aetna:** For Full-time employees with Aetna medical insurance. After logging in as a member, click 'Stay Healthy' > *Stay Healthy* > click on Complete a Health Assessment > Launch: <https://www.aetna.com/about-us/login.html>
- **Health Advocate:** For Full-time employees *who do not carry Aetna* – the option is Health Advocate. Create your log-in with Health Advocate by identifying that you are a Dickinson College employee, then proceed to *Browse Health > i Browse Topics > Health Videos > Assessments > General Risk Health Assessment*: www.healthadvocate.com⁵⁰
- **Healthy Life HRA:** For Part-time employees, you may use the Healthy Life Health Risk Assessment (or another option of your choosing): <https://healthylifehra.org/>

Wellness@Dickinson Program | Select your incentives by May 30⁵¹!

Wellbeing and Work-Life Balance are part of our culture at Dickinson, and through this philosophy we extend a variety of programs and events to benefit the Dickinson community. Wellness programs, in general, are open to all employees of the college along with spouses and dependent children, ages 18-26 years. *The Wellness@Dickinson Incentive Program⁵² (WIP) is a healthy-rewards program that is open **ONLY to employees** and can be completed virtually online. *Please note: The IRS considers incentive rewards, awards and gifts to employees as taxable income.*

For 2019-2020, we required WIP participants to **complete a biometric screening and health risk assessment (HRA)** to meet the engaged level of the WIP. *Incentives for completing the HRA this*

⁵⁰<http://www.healthadvocate.com>

⁵¹https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-y3d6_zGPSKnZJSpk6QIMxUMVA1R0w2Qk5HTFY2VEtLS0ILT0hVSEhNW4u

⁵²<https://totara.dickinson.edu/course/view.php?id=75>

year are shown below. Participants may select one option in the online HRA completion reporting Form⁵³:

- **A personal training session** with Padraic Wood of **Wood Wellness** in the Kline Fitness Center, scheduled at your convenience (once the college re-opens).
- **Farmers on the Square (FOTS) Tokens** for a fun afternoon at Farmers on the Square (Wednesdays starting at 3 p.m. – FOTS⁵⁴ is only accepting "no touch" payment options at this time, click the link to explore.)

Any participant who reaches the **Engaged** level will be included in the *grand prize drawing*! Going beyond these two initial steps, participants can achieve the **Energized** level or **Elite** level by participating in all areas of the wellness program - physical wellness, emotional wellness, financial wellness, intellectual wellness and nutrition. Overall wellbeing and work-life balance are the goal of our programs for the Dickinson community!

Complete the online 2019-2020 Wellness@Dickinson Reporting Form⁵⁵ by Saturday, May 30 to be included in the random drawing for the Energized, Elite and Grand Prizes for the Wellness@Dickinson incentive program!



Notice Regarding Wellness@Dickinson Incentive Program

Dickinson College's wellness program is a voluntary program available to all employees. Some portions of the program are available to all employees, whereas other portions are available only to full-time employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information

⁵³https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirN22-y3d6_zGPSnKnZISpk6QIMxUMDRXSUZEMThFTVNLSkEzQ1ZUT0RMMFVQVS4u

⁵⁴<https://www.farmersonthesquare.com/>

⁵⁵https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirN22-y3d6_zGPSnKnZISpk6QIMxUMDRXSUZEMThFTVNLSkEzQ1ZUT0RMMFVQVS4u

Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. Full-time employees who choose to participate in the wellness program in order to be eligible to earn incentives will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease).

Full-time employees will also be asked to complete a biometric screening, which includes a blood test for Total Cholesterol, HDL Cholesterol, LDL Cholesterol, Triglycerides, and Fasting Glucose, along with blood pressure and BMI. Other optional blood tests offered include the Live Well Health Screen, Ferritin, HbA1c and/or TSH. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will be eligible to receive incentives to be determined each year. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will be eligible to receive incentives.

Additional incentives may be available for employees who participate in certain wellness-related activities. (For a listing of wellness program and incentive options⁵⁶, please visit Totara via the Gateway.) If you are unable to participate in any of the wellness-related activities, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Jeanette Diamond at 717-254-8084.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks. You also are encouraged to share your results or concerns with your own doctor.

⁵⁶<https://totara.dickinson.edu/course/view.php?id=34>

[More Spring Into Fitness Challenge Photos](#)





14 - A is for American flag

Laura Wills, Annual Fund & Engagement



15 - A is for art

Kathy Ballew, Advancement Services



16 - B is for barn

Christine Hock, Financial Operations



17 - C is for cow

Denise Eichelberger, Human Resource Services



18 - F is for face masks

Miriam McMechen, Financial Operations



19 - F is for forrest & flock of loons

Mandy Gutshall, Children's Center



20 - H is for harness

Dennette Moul, Human Resource Services



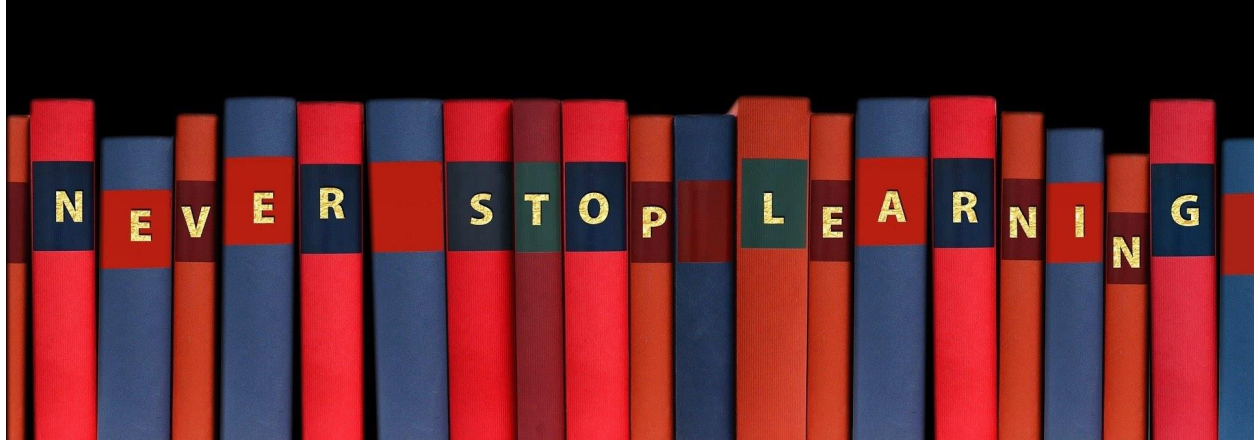
21 - R is for rabbit

Michelle Spencer, Human Resource Services



22 - W is for wind in white pines

Professional Development



Nominate a Book for the Spring into the Semester Community Reading Program

Have you read a great book that would be a rich source of discussion for the Dickinson community? Nominate it for the Dickinson College *Spring into the Semester* community reading program!

This program provides shared intellectual experiences, builds community, and encourages dialogue on timely issues. All Dickinson students, faculty, and staff will be invited to participate, as will local alumni. This annual event will take place on the first day of the Spring 2021 semester. A free copy of the selected book will be made available to a limited number of registrants.

Please submit your book nomination, including your rationale for suggesting this book, via our online form ⁵⁷ by Friday, May 22, 2020. If you have any questions or additional comments about the *Spring Into the Semester* program, please contact Donna Bickford (bickford@dickinson.edu⁵⁸) or Jessica Howard (howardj@dickinson.edu⁵⁹).

Protecting Our Community

The May 14 in-person sessions are cancelled. We encourage you to complete your recertification requirements online by watching the modules available to you in Totara⁶⁰. To access these modules please follow the directions below:

⁵⁷<https://libguides.dickinson.edu/commonreading>

⁵⁸<mailto:bickford@dickinson.edu>

⁵⁹<mailto:howardj@dickinson.edu>

⁶⁰<https://totara.dickinson.edu/>

1. Log in to Totara⁶¹ via the Gateway
2. Click on *Find Learning* and then click on *Certifications*
3. Click on *Protecting Our Community for Employees...*
4. *Launch* the following modules:
 - a. Mosaic Prevent Sexual Violence Together (and)
 - b. Nonexempt Mosaic Prevent Discrimination and Harassment Together (or)
 - c. Supervisory Mosaic Prevent Discrimination and Harassment Together (or)
 - d. Workplace Harassment Fundamentals

Each module will take approximately 45 minutes to complete. You can start and stop at any time. Once you are finished, close the window and Totara will track your completion progress.

If you have questions, please email devwell@dickinson.edu⁶².

OpenSesame⁶³

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 Totara⁶⁴, to on-line 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.edu⁶⁵ to see if we can include the course/topic you are interested in. New courses are added frequently. Check back often!

⁶¹<https://totara.dickinson.edu/>

⁶²<mailto:devwell@dickinson.edu>

⁶³<https://totara.dickinson.edu/>

⁶⁴<https://totara.dickinson.edu/>

⁶⁵<mailto:shaffeca@dickinson.edu>

Contact Us



Physical Wellness Program Incentive Prize Winner

Congratulations to ***Sara Predmore, Library Services***, for being the Physical Wellness incentive prize winner for the month of MARCH. 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.edu⁶⁶ 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

⁶⁶<mailto:devwell@dickinson.edu>

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 Gateway⁶⁷ 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.

In the event that you register and find that you are unable to attend, our policy⁶⁸ 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 Guide⁶⁹

Dickinson Download⁷⁰

Dickinson/Biking⁷¹

Dickinson/College Farm⁷²

⁶⁷<https://gateway.dickinson.edu/>

⁶⁸http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

⁶⁹[http://www.dickinson.edu/info/20043/about/1562/dickinson_\"how_to\"_guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_\)

⁷⁰http://www.dickinson.edu/info/20198/technology_services/3261/the_dickinson_download

⁷¹<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

Dickinson/Sustainability⁷³

Trout Gallery⁷⁴

Theatre & Dance⁷⁵

Campus Announcements⁷⁶

Campus Events Calendar⁷⁷



23 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu⁷⁸

Human Resource Services Website⁷⁹

⁷²<http://www.dickinson.edu/collegefarm>

⁷³<http://www.dickinson.edu/sustainability>

⁷⁴<http://www.troutgallery.org/>

⁷⁵<https://www.dickinson.edu/theatreanddance>

⁷⁶<https://www.dickinson.edu/announcements>

⁷⁷<http://www.dickinson.edu/events>

⁷⁸<mailto:devwell@dickinson.edu>

⁷⁹https://www.dickinson.edu/homepage/122/human_resource_services