



Vitality

Dickinson

HUMAN RESOURCE SERVICES

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

National Wellness Month - Fall Into Fitness Challenge September-November 2020



We are all in this TOGETHER! We have heard this statement many times since March, and will hear it again – right? So...Why not have some FUN together while boosting our own level of Fitness this Fall? We have a unique opportunity to build connections within our very own Dickinson community through the generosity of entrepreneur and alum, Martha Harris '77 and her innovative Fizikaflex fitness app¹! **Fizikaflex** offers the ability to have social connections live online through community-based fitness challenges that support the development of healthy behaviors and some fun for Dickinsonians, while also allowing us **as an educational community** to help with the future development of an awesome app! It's a win-win-win for all.

How can you join the 2020 Fall Into Wellness Challenge [FIFC]? Simple. Click the participant registration link below to learn more details – and sign-up for the **FIFC with Fizikaflex**, which will run from September 1 through November 30, and get ready to enjoy a few fun challenges while being able to see results online at your fingertips through the **Fizikaflex app**. More participation and activity details will be shared with those registering for the FIFC. **Registration closes on Friday, August 28 – Join today via the link below:**

¹<https://fizikagroup.com/about/>

***Fizikaflex | Fall Into Fitness Registration^{2*}**

Fizikaflex offers a streamlined registration process. To **sign-up** after clicking the registration link, just enter your **Dickinson email address** in the **sign-up** field. *[Note: add @fizikagroup.com to your safe-senders list in your email account to prevent the email response from landing in your junk or spam folder during the registration process for **Fall into Fitness**.]*

Fizikaflex Community: FALL INTO FITNESS

Invitation Code: DC-JD-2020



Fizikaflex is an online app designed to help *participants* to adopt healthy, physically active lifestyles supporting wellbeing while reducing the risks of cognitive decline. The easy-to-use digital health platform provides self-monitoring tools, a motivational community, and educational content to empower users to take control of their health and overall wellbeing.

Research in brain science shows a positive correlation between exercise, nutrition, water consumption, sleep, and socialization in preserving and enhancing brain health. Developed from this research, Fizikaflex³ motivates users to make healthy choices on a daily basis that can improve cardiovascular and brain health.

Fizikaflex⁴ Online Platform Features

- Daily/weekly health and fitness tracker and self-monitoring tools
- Synchronize step counts with biometric devices
- Attractive interface motivates users to log in daily
- Companion easy to follow exercise guide to improve strength, flexibility, balance, and cardiovascular health
- Evidence-based practices help users improve physical, mental and emotional health

²<https://enroll.fizikaflex.com/registration>

³<https://vimeo.com/358854813>

⁴<https://fizikaflex.com/about/>

Employee Announcements



Questions related to the Fall 2020 semester are updated frequently on the COVID-19 Dashboard⁵.

- *COVID FAQs for Faculty and Staff⁶*
-

Charter Day: Celebrating Philanthropy at Dickinson

Wednesday, September 9, 2020

⁵https://www.dickinson.edu/homepage/1380/covid-19_dashboard

⁶https://www.dickinson.edu/homepage/1383/covid-19_faqs_faculty_and_staff

Stay tuned for a virtual Charter Day message, as we commemorate the founding of the college and how philanthropy shapes our campus! To make a gift and show your support, please consider making a gift on Charter Day at [dickinson.edu/gift](https://our.dickinson.edu/gift)⁷. Thank you for your consideration and all that you do to support Dickinson.



Building Campus Inclusion Week - Vincent Stephens, Director Popel Shaw Center

Creating a campus culture willing to interrogate and name exclusion, inequity, and oppression is central to building a genuinely inclusive culture. For fall 2020 the fifth annual campus inclusion week is a virtual experience renamed **Building Campus Inclusion Week**, to reflect our ongoing commitment to creating an inclusive campus welcoming to all. From **September 14-18, 2020** Dickinson faculty, staff, and students, and community partners, will facilitate informed and engaging opportunities to explore the following daily themes:

- *Monday, September 14: What COVID-19 exposed: Insecurities and divides*
- *Tuesday, September 15: Intersectionality as concept & practice*
- *Wednesday, September 16: Justice in different forms: Environmental Justice, Food Justice, & Restorative Justice*
- *Thursday, September 17: Antiracism as concept & practice*
- *Friday, September 18: Interventions & Allyship*

Waidner-Spahr Library is premiering a Building Campus Inclusion Week portal featuring educational materials, including videos, readings, and original content. The Clarke Forum will sustain these conversations by hosting a follow-up check-in & discussion session during the week of September 21-25.

Additional events, times, and details are forthcoming on Dickinson Today and social media!

⁷<https://our.dickinson.edu/gift>

Co-sponsored by the Bias Education & Response Team (BERT), Center for Global Study & Engagement (CGSE), Clarke Forum for Contemporary Issues, Human Resource Services, Office of Equity & Inclusion (OEI), Trout Gallery, Waidner-Spahr Library



Gender Pronouns in Virtual Settings (Zoom) - Todd Nordgren, Director LGBTQ Services

Dickinson is committed to creating an inclusive environment for everyone to work and learn. As we continue to work remotely, now is a good time to think intentionally about adapting our practices in advance of our return to the academic year in the coming weeks. Remote working provides the opportunity to signal our gender pronouns as part of our display name.

Workarounds on **Zoom** allow everyone to share their pronouns in an easy and inclusive way, building it into the visual structure of the educational and professional environment and fostering the respectful use of pronouns for everyone. If you are able to and comfortable sharing your pronouns, please click here⁸ to view instructions for how to make them visible during **Zoom** sessions.

If you have questions, please contact Todd Nordgren⁹, or visit the LGBTQ Services web page¹⁰.

New Hires

June

Jared Boyer, *Office of General Counsel*

Maddie Duboyce, *Organic Farm*

Katie Wingert, *Athletics*

⁸https://www.dickinson.edu/info/20228/lgbtq_services/1183/transgender_and_non-binary_visibility/7

⁹<mailto:nordgret@dickinson.edu>

¹⁰https://www.dickinson.edu/homepage/109/lgbtq_services

July

Allyssa Decker, *Environmental Studies*

Xiaozhou Ding, *Economics*

Christine Liu, *East Asia Studies*

Darren Lone Fight, *American Studies*

Todd Nordgren, *LGTBQ*

Amalia Pesantes Villa, *Anthropology*

Jesse Plichta-Kellar, *Asbell Center*

Colin Rathbun, *Chemistry*

Deb Sinha, *Environmental Studies*

Greg Strohman, *Music*

Jamie Teeple, *Education*

August

Jacqueline Campbell, *Writing Center*

Lauren Lasater, *Environmental Health & Safety*

Clifford Moberg, *Office of Admissions*

Nora Strauss, *Office of Admissions*

We wish a fond farewell to the following as they transition to retirement:

Mary Catherine Dennin, *Admissions*

Becky Hammel, *Student Leadership and Campus Engagement*

Alan Mace, *Public Safety*

Betsy Miller, *Kline Center*

Brian Pedersen, *Environmental Studies*

Robert Renaud, *LIS*

Paul Richards, *Athletics*

Carl Socolow, *Marketing & Communications*

Rae Yang, *East Asia Studies*

New Policies Announcement for July & August 2020



Dickinson College has recently approved some new institutional policies and substantively changed others. They are briefly described below and can be read in greater detail by either visiting the Office of General Counsel webpage¹¹ and clicking the Updates tab on the left, or by going to the policy manual¹² by signing onto the Gateway, clicking on the Employee tab on the left and then clicking on the Campus Policy Manual link on the right.

Animals on Campus – This policy has been broadened to ensure its applicability to the entire campus community as well as visitors.. The purpose of this policy is to establish minimum procedural requirements for service animals and emotional support animals on campus, in order to stay in compliance with Americans with Disabilities Act (ADA), the Rehabilitation Act, and the Fair Housing Act. A violation of this policy may result in the animal being removed and/or banned from campus.

Business Ethics and Conduct - Dickinson College has implemented various policies and procedures to establish a foundation for acceptable standards of employee behavior in conducting business on behalf of the college. This document is intended to emphasize the

¹¹https://www.dickinson.edu/info/20043/about/3838/legal_and_policy_updates

¹²https://www.dickinson.edu/homepage/1146/campus_policies_manual

importance of observing these standards and serves as a point of reference for policies and procedures in place at the college.

Drones/Unmanned Aircraft Systems (UAS) – This policy has been updated and explains the purpose, definition and process for using Drones on campus. This policy applies to all faculty, staff, and students for commercial or recreational use. Any person who wishes to fly a drone anywhere on Dickinson grounds/campus must first contact the director of enterprise risk management to submit the appropriate documentation in order to receive advanced permission.

Freedom of Expression – This Statement/Policy expresses how Dickinson seeks to cultivate inquiry into the human experience by virtue of its commitment to open expression and critical thought. Dickinson is committed to advancing the interests of its campus community members relative to academic freedom, freedom of speech and expression, and the right to peaceably assemble.

Non-Discrimination, Harassment and Retaliation – This policy has had significant changes in order to make sure it is relevant to the entire campus community, and that it clearly establishes Dickinson's anti-discrimination stance. The policy ensures that Dickinson has processes in place to effectively deal with discrimination, discriminatory harassment and retaliatory conduct within its employment, enrollment, student engagement and curricular, co-curricular and extra-curricular programming efforts.

Records Management and Retention Policy – This policy had merged in other departmental records retention policies so that we have only one campus-wide records retention policy.

Sexual Harassment & Misconduct Policy - This policy has been updated effective August 14, 2020.

All policies listed above can be found in their entirety in the Campus Policy Manual¹³ or by going to the Legal and Policy Updates section of the Office of General Counsel webpages¹⁴.

If you have any questions, please contact the Office of General Counsel¹⁵.

¹³https://www.dickinson.edu/homepage/1146/campus_policies_manual

¹⁴https://www.dickinson.edu/info/20043/about/3838/legal_and_policy_updates

¹⁵<mailto:legal@dickinson.edu>

Staying Connected



Summer Photos 2020

Join Summer Photos 2020¹⁶ in TEAMS to share your favorite summer Staycation/Vacation photos with colleagues and the campus community! We had such a great response to our spring photo activities for the Walking Alphabet Challenge (April) and the Dickinson Photo Contest (May) that we are offering this fun summer activity for the campus to stay connected. Details for categories can be found in the TEAMS site¹⁷. (Just click the embedded link to join us.) [Categories include Best Backyard Campouts; Best Hiking Adventures; Awesome Park Adventures; Best Biking/Boarding Bonanza; Best Boating aka Can-you Canoe?; Best Beaches & Wildest Waves; Wildlife Encounters; Butterflies & Birds; Green Thumb Gardens; Perfect Picnics; and The Big Fish.]

Staycation Photos & Fun

¹⁶<https://teams.microsoft.com/l/channel/19%3adec276121d834785a41194a3b2e152aa%40thread.tacv2/General?groupId=08dc37af-1968-414e-baf9-18b5dae4aa44&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

¹⁷<https://teams.microsoft.com/l/channel/19%3adec276121d834785a41194a3b2e152aa%40thread.tacv2/General?groupId=08dc37af-1968-414e-baf9-18b5dae4aa44&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

Traveling this summer may not be the same as in the past. For many of us this will mean finding local alternatives and activities in our own backyards. Cumberland County¹⁸ is graced with a rich variety of resources to explore and visit, but you can also enjoy family time with yard games, hiking, gardening and imagination! Here are some ideas below...and we encourage you to SHARE your fun photos to stay connected in our TEAMS photo drop location! Sharing on social media? Use these hashtags to keep connected: #StaycationPhotos2020 #SummerFitnessFun #GreenThumbGardening @DickinsonHR (Twitter) @hrs_dickinsoncollege (Instagram) @DickinsonHRS (Facebook)



2 - Pine Grove

Katelin Moul, User Services

¹⁸<https://www.visitcumberlandvalley.com/>



3 - Saint Mary's Glacier, Colorado

Denise Eichelberger, Human Resource Services



4 - North Creek, NY

Patty Zink, Advancement Services



5 - Backyard by the fire

Carol Shaffer, Human Resource Services

DIG-IT | Dickinson Interest Groups & Intrinsic Teams

Do you long for some connections to share your favorite hobby, interest or talent? In this time of virtual connectivity, we are wondering if there is interest in joining DIG-IT virtually via TEAMS.

We have a framework set-up under the DIG-IT TEAM with the following Wiki categories:

- Books & Gatherings | Book Discussions Online or Live
- Creative Fibers | Textiles, Crafts & Sewing
- Foodies & Fine Spirits | Enjoying the good life!
- Green Thumb Gardening | How does your garden grow?
- MIG Explorations | Multi-Interest Group explorations of diverse interests
- Pottery Blends | Shaping, Shifting & Molding Minds
- Snaps & Shutters | Photography
- Storytelling & Poetry | Sharing Poetry, Prose and Stories!
- The Great Outdoors | Hiking & Camping
- The Unbroken | Find-it, Fix-it & Forge ahead!

The list above is simply the beginning! Other groups can be added based on interest level expressed. If you would like to join DIG-IT to connect with others in the campus community who may share a common interest, hobby, talent or craft – let us know by joining DIG-IT¹⁹ in TEAMS!

Get the Most Out of Your Benefits



Aetna Individual Consultations (Phone Appointment)²⁰

Friday, September 18 | 11 a.m. - 3 p.m.

Managing your money and making choices for your healthcare are challenges many of us face regularly. Our representative, Erica Sackler, is available on Friday, September 18, 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).

Enroll and sign-up for a phone appointment by searching on course name "Aetna" in Totara²¹. A phone number will be provided once you sign-up for an appointment time. 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.

¹⁹<https://teams.microsoft.com/l/team/19%3aee71041c38a14963ae9683c1f7317bb0%40thread.skype/conversations?groupId=aa7372fa-7d7d-4e24-9a67-a18332a5fa4e&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

²⁰<https://totara.dickinson.edu/course/view.php?id=60>

²¹<https://totara.dickinson.edu/course/view.php?id=60>

Addressing Your COVID-19 Concerns - For more information, please visit Aetna's COVID-19 FAQ pages²².

Will Aetna cover the cost of COVID-19 testing for members? (Updated 5/13/2020)

Aetna is waiving member cost-sharing for diagnostic testing related to COVID-19. The test can be done by any authorized testing facility. This member cost-sharing waiver applies to all Commercial, Medicare and Medicaid lines of business. The policy also aligns with new Families First legislation and regulations requiring all health plans to provide coverage of COVID-19 testing without cost share. The requirement also applies to self-insured plans. Per guidance from the Centers for Medicare & Medicaid Services (CMS), the Department of Labor and the Department of the Treasury, all Commercial, Medicaid and Medicare plans must cover certain serological (antibody) testing with no cost-sharing.

Is a physician's order required for coverage of a COVID-19 test? (Updated 7/13/2020)

An order from an authorized health care professional is required for covered COVID-19 tests for Aetna Commercial and Medicare plans. An order can often take place as part of being tested at a COVID-19 drive-through test site or purchasing a direct-to-consumer/home-based test.



What is CVS Health doing to prepare for the increase of COVID-19 in the U.S.?

As the pandemic continues to spread, CVS Health is taking steps to address the outbreak and protect member access to medication. The latest steps we are taking will help ensure patients have options available to them when it comes to filling prescriptions. Steps we are taking include:

- Waiving charges for CVS Pharmacy home delivery of medications.
- Encouraging members to refill their maintenance medications with a 90-day supply or up to the plan maximum.

²²<https://www.aetna.com/individuals-families/member-rights-resources/need-to-know-coronavirus/covid-insight-updates.html>

- Developing travel, Work from Home, and other HR-related guidance to help employees stay safe and healthy.
- Working with external public health organizations and other stakeholders, including the CDC, to boost awareness of CVS Health's emergency preparedness efforts and capabilities.



TIAA Individual Counseling Sessions

Our TIAA representative, Briana Nolan, is available for individual counseling sessions on:

- **Wednesday, September 16**
- **Tuesday, October 6**

To schedule a personal session with TIAA, please visit www.tiaa.org/schedulenow²³. Appointments fill up quickly. Schedule your session today!

September TIAA Educational Webinars

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/webinar²⁴s. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

- September 15 at noon - Asset Location: Practical guide for income and estate planning
- September 15 at 3 p.m. - The 411 on 529 College Savings Plans
- September 16 at noon - 2020 Presidential Election and the Economy
- September 16 at 3 p.m. - Tomorrow in Focus: Saving for your ideal retirement
- September 17 at noon - Looking to turn your retirement savings into a 'paycheck' for life?
- September 17 at 3 p.m. - She's Got It: A woman's guide to saving and investing

²³<http://www.tiaa.org/schedulenow>

²⁴<https://shared.tiaa.org/public/publictools/campaign/login/webinar?resume=/idp/9ZGxX/resumeSAML20/idp/SSO.ping>



Fidelity Consultations

Fidelity's investment representatives offer individual counseling for financial planning and retirement. If you have questions or concerns regarding your Fidelity account, please contact Daniel McCarthy, Retirement Planner / Personal and Workplace Investing, at daniel.mccarthy@fmr.com²⁵ or call (603) 213-3523.

Visit [Fidelity.com](https://www.fidelity.com/)²⁶ to view the available investment options with Fidelity, or to explore the financial planning tools available through Fidelity online.

Down on the Farm



²⁵<mailto:daniel.mccarthy@fmr.com>

²⁶<https://www.fidelity.com/>

Dickinson College Farm Vegetable Co-Op Sign Up Opportunities

The summer season is in full swing at the College Farm with fall crops planted and growing strong! We invite Dickinson community members to join the College Farm CSA (Campus Supported Agriculture) mid-season. Certified organic vegetable shares are available at a pro-rated price exclusively for members of the Dickinson College community. All shares are customized by the member and pre-bagged by our farm staff for easy and safe pick-up at either the campus or the farm. There are still spots remaining for the rest of the vegetable season—don't miss out on the bounty growing in our fields – you'll be delighted!

For more information about the College Farm CSA program and to sign-up, please click here²⁷ or contact farm@dickinson.edu²⁸.

²⁷https://www.dickinson.edu/info/20058/college_farm/2028/campus_supported_agriculture/2

²⁸<mailto:farm@dickinson.edu>

Community | For the Greater Good



*Miseno's, located at 1225 Ritner Highway, Carlisle PA, is offering employee and students **20% discount** for all personal orders and/or catering – simply by showing your Dickinson ID to save 20%!*



Virtual Volunteering²⁹ is a wonderful way to engage and support the community both locally and around the world! Traditionally, volunteering may have been an in-person activity — but it doesn't need to be live and in-person! See the list of suggested **virtual volunteering** options available - and feel free to explore these and more to share your time, talent and yourself to connect with others while making the world a better place through virtual volunteering.

Career Village | Help provide career advice for under served youth with CareerVillage.org. Career Village is a nonprofit that crowd sources career advice for under served youth from professionals online. Students post questions or To Do Lists (a career planning tool) about any career and volunteers answer the questions and suggest To Dos that are relevant to their experiences and expertise.

American Red Cross | Help address disaster relief. Check out [redcross.org](https://www.redcross.org)³⁰ to learn how you can volunteer! When disaster strikes, Digital Volunteers can assist by: Monitoring online conversations for disaster-affected people who may need Red Cross help, sharing important disaster updates and resources through their personal social media accounts, offering a compassionate voice to people who have been impacted.

Translators without Borders | Use your knowledge of different languages to make a difference at [translatorswithoutborders.com](https://www.translatorswithoutborders.com). Translators without Borders depends on volunteers to translate millions of words. They work with volunteers who have all kinds of great skills – and many learn new skills that they can use in their jobs. You can volunteer with TWB if you are fluent in at least one language other than your native language. Whether you are interested in

²⁹https://www.dickinson.edu/info/20083/human_resource_services/1755/worklife_balance/3

³⁰<https://www.redcross.org/>

translating medical texts or translating for crisis response, there are engaging projects available to suit all preferences. Professional translators are especially encouraged to apply.

Crisis Text Line | **Support** people in crisis using active listening and collaborative problem solving at crisistextline.org. Crisis Counselors answer texts from people in crisis, bringing them from a hot moment to a cool calm through active listening, collaborative problem solving, and safety planning..

Smithsonian | **Embrace** your interest in History. Volunteer to transcribe historical documents at transcription.si.edu³¹. Become a Smithsonian Digital Volunteer and help make historical documents and biodiversity data more accessible. Join 14,791 "volunpeers" to add more to the total 516,426 pages of field notes, diaries, ledgers, logbooks, currency proof sheets, photo albums, manuscripts, biodiversity specimens labels that have been collaboratively transcribed and reviewed since June 2013.

7 Cups | Do you consider yourself a **good listener**? Donate time to listen to people in need at 7cups.com. 7 Cups is a world-class listening service made up of compassionate, caring individuals offering to lend an ear to those in need of support. Getting started as an active listener is easy and rewarding in many ways. You're in complete control over your displayed availability, so you can listen as often as you like.

Card Making | **Send** well-wishes with handmade cards to those in need. Create cards for military members, children in hospitals, healthcare workers, seniors in senior care facilities or cancer patients (or any other hero in your community) in need of emotional support. Your kind and encouraging words will lift the spirits and bring joy to those who need it most. Cards can be sent anytime throughout the year and can be birthday-themed, holiday-themed, seasonally-themed or "just because." This project can be done individually or as a way to engage your entire team.

Give the gift of your time and talents - and receive the gift of gratitude and thanks in return...while making a difference and positive impact for others!



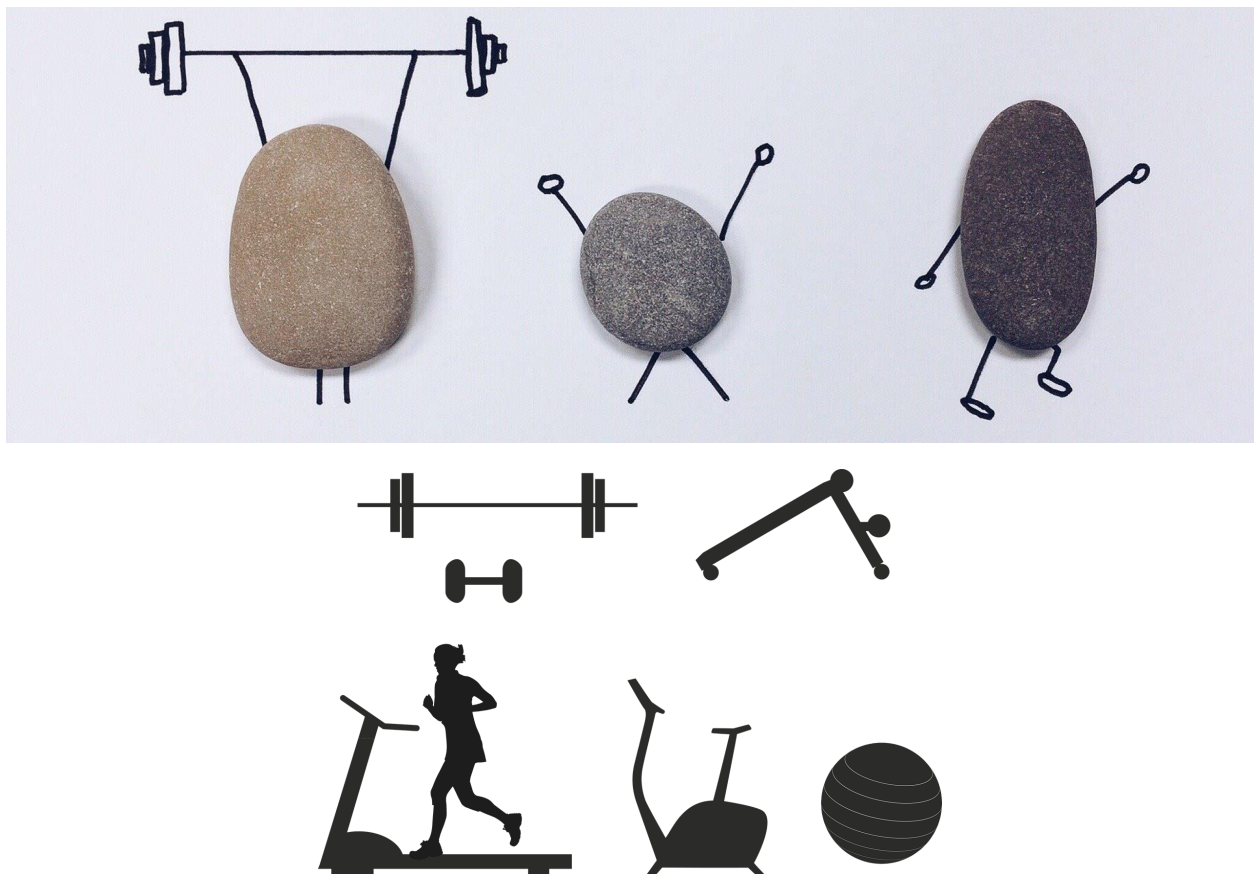
³¹<https://transcription.si.edu/>

Project SHARE is committed to providing resources for the community. During this time, your help is needed now more than ever. Volunteer Opportunities are available. If you are able to help, please sign up online at Project SHARE's volunteer site.³²

Center for Civic Learning and Action (CCLA) | Opportunities for Community Engagement During COVID-19

CCLA created a list of giving and service needs in Carlisle and surrounding communities. Visit the CCLA web page³³ to learn more about rapidly changing needs and opportunities locally, nationally and internationally.

Wellness



³²<https://projectsharepa.volunteerhub.com/>

³³https://www.dickinson.edu/homepage/1396/covid-19_give_help

The Kline Fitness Center will open on August 31. Only current faculty, staff and students residing on campus will be granted access to the fitness center. Users will be required to reserve an appointment online for a 45-minute workout time slot. All individuals will be asked to show their Symptoms Tracking “Green Dot” result prior to entry. All users must complete a **new online Kline Center Fitness Center orientation process** prior to reserving a workout time slot. More information on this will be coming soon.

Wellness online opportunities will continue to be offered as they become available. Of course taking a WALK is always a fantastic free option and offers a great way to get some fresh air, sunshine and vitamin D to help boost immunity and overall wellbeing. Need more? See a sample list of free online on-demand fitness options currently found below!

- ***NEW* Capital Blue Health and Wellness Center** offers a variety of fitness classes during the month of August. Check out their schedule at <https://www.eventbrite.com/o/capital-blue-health-and-wellness-center-30255516400> and register for a class.
- ***NEW* Fitness Blender** is a husband and wife team who are passionate about you reaching your fitness goals. They offer free workout videos³⁴ for all levels of fitness.
- **Planet Fitness YouTube Home Work-ins** offer the option to select your fitness workout³⁵ at your convenience.
- **YMCA 360: On-Demand Videos** provides over 100 on-demand videos³⁶ from Tai Chi to Yoga to Kickboxing and more for all levels of fitness!
- **Yoga with Adriene** on YouTube meets the balance of meditation, yoga, overall movement³⁷ at all levels in an on-demand platform.

³⁴<https://www.fitnessblender.com/>

³⁵<https://www.youtube.com/planetfitness>

³⁶<https://ymca360.org/on-demand>

³⁷<https://www.youtube.com/user/yogawithadriene>



Blue Lotus Meditation³⁸

Blue Lotus Buddhist Temple & Meditation Center | 51 N. Pitt Street, Carlisle

There are countless benefits derived from the practice of meditation: peace of mind, the powerful impact of practicing compassion towards oneself and others, stress reduction, and overall spiritual growth and well-being.

Dress comfortably. You can sit on a chair or bring a cushion if that's your preference. *Anyone can participate, no previous experience is required.*

There is no cost to attend meditation sessions, but donations are graciously welcome to support the charitable work of Bhante Soma. To find class offerings, visit their classes page³⁹.



Happiness is an Inside Job *Presented by UPMC CARES staff*

Wednesday, September 16 | Noon-1 p.m. | Virtual Online Event

³⁸<https://www.bluelotustemplepa.org/>

³⁹<https://www.bluelotustemplepa.org/events>

Life is a building process- a journey, not a destination. This session is about each one of us as a unique individual and our part in that building process as it impacts our personal happiness. Sign-up for this uplifting session in the Wellness Info Sessions⁴⁰ course in Totara!

Health Coaching 101 | What is Health Coaching? *Presented by Jeanette Diamond*

Thursday, September 17 | noon-1 p.m. | TEAMS meeting

Health Coaching is a relatively recent concept for most people, and some may be wondering what is a health coach and how would health coaching benefit their wellbeing? Sign-up for this roundtable session to learn the answers to these questions and consider whether a health coach may hold the key to your journey to wellbeing. Enroll and Sign-up for this wellness session to learn more under Health Coaching 101⁴¹ in Totara!



Wellness Yoga Online with *Volunteer Instructor: Julie Vastine*

Select Mondays, September-December | noon-1 p.m. | Zoom Online Event

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 Totara⁴² 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.

⁴⁰<https://totara.dickinson.edu/course/view.php?id=64>

⁴¹<https://totara.dickinson.edu/course/view.php?id=305>

⁴²<https://totara.dickinson.edu/course/view.php?id=341>

Professional Development



Book Discussion groups are a great way to expand your mind, discover new topics of interest and explore the world through the art of conversation. If you are interested in joining an informal Book Discussion group, simply click the TEAMS link and join us! TEAMS Book Discussions⁴³ is a group where books are determined by the membership, and discussions will be scheduled based on participants availability. Send an email to devwell@dickinson.edu⁴⁴ for more information or any questions!

Staff Manager: Certification Completion Report in Totara

Would you like to check the status of your employees' completion in a particular certification? We've created a simple search for three primary certifications. The search will allow you to see **your** certification status, as well as the status of your employees' for the following:

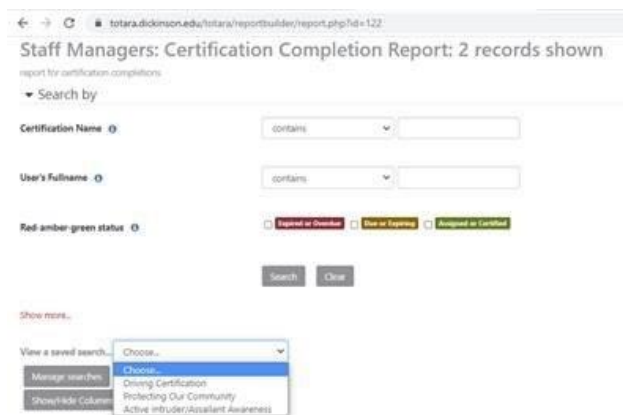
- Active Intruder / Assailant Awareness
- Driving Certification (for use of college owned/leased vehicles)
- Protecting Our Community

⁴³<https://teams.microsoft.com/l/team/19%3a27de690cacf14c2ea4d3a8154e4a6c57%40thread.tacv2/conversations?groupId=27caa8da-4819-4213-b8cb-f8261fdb24c4&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

⁴⁴<mailto:devwell@dickinson.edu>

To view this report, follow these simple steps:

- Log into Totara via the Gateway
- Click on **Reports**
- Click on **Staff Manager: Certification Completion Report**
- Choose the certification you would like to view by clicking the drop down box for **View a saved search** (see screenshot)



You can also check the certification status for an individual. To do this, clear your search from above, enter the employee's last name in the **User's Fullname** field and hit search. This will show all certifications the employee is enrolled in.

Do you need to check on a certification that is not in the **"saved search"** list? You can also search by certification name, such as **Bloodborne Pathogens**. This will show the certification status of all your employees for the **Bloodborne Pathogen** certification.

If you have any questions regarding this report, please contact Carol Shaffer⁴⁵.

Protecting Our Community

In-person sessions have been suspended. We encourage you to complete your recertification requirements online by watching the modules available to you in Totara⁴⁶. To access these modules please follow the directions below:

1. Log in to Totara⁴⁷ via the Gateway
2. Click on *Find Learning* and then click on *Certifications*

⁴⁵<mailto:shaffeca@dickinson.edu>

⁴⁶<https://totara.dickinson.edu/>

⁴⁷<https://totara.dickinson.edu/>

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.edu⁴⁸.

Contact Us



Physical Wellness Program Incentive Prize Winners

⁴⁸<mailto:devwell@dickinson.edu>

Congratulations to ***Laura Wills, Alumni Relations and Kim Morgan, Individual Giving***, for being the Physical Wellness incentive prize winners for the month of May (*Laura*) and June (*Kim*). 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.edu⁴⁹ 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 Gateway⁵⁰ 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.

⁴⁹<mailto:devwell@dickinson.edu>

⁵⁰<https://gateway.dickinson.edu/>

In the event that you register and find that you are unable to attend, our policy⁵¹ 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 Guide⁵²

Dickinson Download⁵³

Dickinson/Biking⁵⁴

Dickinson/College Farm⁵⁵

Dickinson/Sustainability⁵⁶

Trout Gallery⁵⁷

Theatre & Dance⁵⁸

Campus Announcements⁵⁹

Campus Events Calendar⁶⁰



6 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu⁶¹

⁵¹http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

⁵²[http://www.dickinson.edu/info/20043/about/1562/dickinson_\"how_to\"_guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_\)

⁵³http://www.dickinson.edu/info/20198/technology_services/3261/the_dickinson_download

⁵⁴<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

⁵⁵<http://www.dickinson.edu/collegefarm>

⁵⁶<http://www.dickinson.edu/sustainability>

⁵⁷<http://www.troutgallery.org/>

⁵⁸<https://www.dickinson.edu/theatreanddance>

⁵⁹<https://www.dickinson.edu/announcements>

⁶⁰<http://www.dickinson.edu/events>

*Human Resource Services Website*⁶²

⁶¹<mailto:devwell@dickinson.edu>

⁶²https://www.dickinson.edu/homepage/122/human_resource_services