



Vitality

Dickinson 

HUMAN RESOURCE SERVICES

1 - October 2020

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Mt. Rainer Wonderland Trail

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LGBTQ History Month





2 - Todd Nordgren

Director, Office of LGBTQ Services

LGBTQ History Month provides an opportunity to reflect on and celebrate the history of LGBTQ communities, which has become especially important this year while we are remote during the Fall Semester. It offers us a chance to make visible histories that have been suppressed due to discrimination and oppression and provides an opportunity to build community and educate on issues that impact LGBTQ communities. Dickinson itself plays an important role in preserving LGBTQ histories. The LGBT Center of Central PA and the Dickinson College Archives and Special Collections have partnered to document the stories and history of LGBT life and activism in Central PA. You can visit the digital archives here: archives.dickinson.edu/lgbt¹

The Office of LGBTQ Services will host and cosponsors a number of events virtual during October, including, but not limited to:

- ***Friday, October 9 | Noon-1 p.m. | QTPOC Salon: The Intersections of LGBTQ Activism, Black Lives Matter, and COVID-19***
- ***Monday, October 12 | 7-8 p.m. | Making Connections: Virtual LGBTQ Alumni Event***
- ***Thursday, October 15 | Spirit Day***
- ***Wednesday, October 21 | International Pronouns Day***
- ***Friday, October 23 | Pride Shabbat***

Keep an eye on the Office of LGBTQ Services website (<https://dickinson.edu/LGBTQ>²), Instagram, and Facebook page for details of these events and more.

¹<http://archives.dickinson.edu/lgbt>

²https://www.dickinson.edu/homepage/109/lgbtq_services

Additional events organized by other campus departments and student organizations can be found in the October calendar, found on Facebook and Instagram, which will include a list of everything LGBTQ+ related happening during the month. For more information about the Office of LGBTQ Services events year round, sign up for the weekly newsletter³.

National Fire Prevention Week: October 4-10



Kitchen Safety

This year's Fire Prevention Week theme is "Serve Up Fire Safety in the Kitchen". Why? The number one cause of house fires and related injuries happen in the kitchen, according to the National Fire Prevention Association⁴ (NFPA).

Many of us have been practicing social distancing by spending more time at home and less time eating out. Cooking can be a great source of comfort. Maybe you're finding time to try a recipe from a vintage, handwritten recipe card or you discovered the sour-dough bread trend.

Remember these helpful safety tips when preparing your meals or scrumptious treats:

- Never leave the kitchen or outdoor space when boiling, grilling, or frying your food.
- Use a timer and check your food often when baking, roasting or simmering.
- Always keep fire hazards away from your heat source. This could include: curtains, oven mitts, paper/plastic packaging, wooden utensils, and even loose clothing that could drape over the stovetop or grill.

Check out the NFPA's Cooking Safety sheet⁵ for more helpful tips.

³<http://eepurl.com/dhOoyz>

⁴<https://www.nfpa.org/Public-Education/Staying-safe/Preparedness/Fire-Prevention-Week/About>

P.A.S.S.

Do you know what P.A.S.S. stands for? Most fire extinguishers operate using the following P.A.S.S. technique:

Pull the pin. This will also break the tamper seal.

Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

Squeeze the handle to release the extinguishing agent.

Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2-4.

If you have the slightest doubt about your ability to fight a fire... EVACUATE IMMEDIATELY!

Reference: OSHA Evacuation Plans and Procedures eTool⁶

⁵<https://www.nfpa.org/-/media/Files/Public-Education/Resources/Safety-tip-sheets/CookingSafety.ashx>

⁶https://www.osha.gov/SLTC/etools/evacuation/portable_use.html#:~:text=Discharge the extinguisher within its,the fire is not out.

Employee Highlights



Dickinson College Welcomes Carlo Robustelli



3 - Carlo Robustelli⁷

Vice President for College Advancement

Phone: 717-245-1058

Office: 50 Mooreland

Carlo Robustelli joined Dickinson as vice president for college advancement in October 2020. Carlo leads the Division of College Advancement, which is responsible for building the relationships and securing the philanthropic resources needed to move Dickinson forward. Carlo comes to Dickinson with over a decade of experience in higher education and nonprofit organizations. Most recently, Carlo served as the assistant vice president for advancement at Illinois Wesleyan University (IWU) where he provided strategic and managerial leadership to the advancement team and oversaw the cultivation and stewardship of major donors. Additionally at IWU, he served as director of major gifts, director for grants and foundation relations and assistant director of annual giving. Prior roles included development director at WGLT Public Radio at Illinois State University and program director at the Parr Center for Ethics at the University of North Carolina at Chapel Hill. He also served as the university representative to the Bloomington-Normal Innovation Alliance, as an elected board member to McLean County, Illinois, and as chief of staff to the mayor of Chapel Hill, North Carolina. Carlo graduated from the University of North Carolina at Chapel Hill with a double major in philosophy and political science.

Raised by an Italian immigrant family in upstate New York, Carlo spent much of his childhood in his father's pizzeria and pizza remains one of his favorite foods and hobbies. Studying abroad changed his life and sparked a lifelong love of travel. He also enjoys bocce ball, sand volleyball, gardening, and spoiling his spunky terrier, Bruno. He and his partner Emily look forward to joining the Dickinson and Carlisle communities.

⁷<mailto:robustec@dickinson.edu>

New Hires



September

Christian Klipstein, *Athletics*

Katherine Paukovits, *Career Center*

October

Jorge Chapoy, *Athletics*

Zachary Fruit, *English*

Stephanie Letourneau, *ALLARM*

Mary Naydan, *English*

Seniors of Old Bellaire



Every year Dickinson inducts faculty and staff who have completed 25 years of full-time service to the college. This year, the following nine employees were recognized for their loyal service to Dickinson:

- Grant Braught, *Mathematics and Computer Science (1995)*
- Andrew Connell, *User Services (1995)*
- Beth Graham, *Wellness Center (1995)*
- David Jackson, *Physics and Astronomy (1994)*
- Karen Kirkham, *Theatre and Dance (1995)*
- Dominique Laurent, *French (1995)*
- Dan Schubert, *Sociology (1995)*
- Polly Willey, *Financial Operations (1994)*
- Charles Zwemer, *Biology (1995)*

The Seniors of Old Bellaire Recognition Dinner tradition began in 1957 as a program to honor those who had served the college for 25 years or more. The first dinner was held at the Allenberry Resort and Playhouse on March 8, 1957 with 37 charter members. Over the past 63 years, the college has recognized 383 individuals. With the addition of October's nine new members, the total grows to 392. *While the traditional celebration dinner was not held this year. The new inductees were recognized via a virtual event with President Ensign on Thursday, October 1.*

*The origin of the name, **Seniors of Old Bellaire**, remains a mystery with several possibilities. A connection has been suggested to the novel "In Old Bellaire" which was written by Mary Dillon. Mary Dillon was the daughter of Herman Merrills Johnson, a president of the college during the Civil War period. Other references to this name include an area of Carlisle that may have been known as Bellaire Park, or a path within the college grounds that may have been called Bellaire Path. We cannot confirm the origin of the name, but we can enjoy the celebration of our 25-year employees.*

Congratulations to all employees who have attained the status of **Seniors of Old Bellaire**.

Announcements



Questions related to the Fall 2020 semester are updated frequently on the COVID-19 Dashboard⁸.

- *COVID FAQs for Faculty and Staff⁹*
-

Dickinson College COVID-19 Awareness Module Available in Totara

⁸https://www.dickinson.edu/homepage/1380/covid-19_dashboard

⁹https://www.dickinson.edu/homepage/1383/covid-19_faqs_faculty_and_staff



In light of the ongoing COVID-19 pandemic, the college’s emergency response team has developed a COVID Awareness Module in Totara. This module consists of a combination of third-party and Dickinson-specific resources addressing items such as social distancing, mask wearing, and videos developed in-house to supplement the more commonly-asked FAQs from the COVID-19 Dashboard. The module is available under the Training section of the COVID-19 Dashboard¹⁰, via Totara by searching “Dickinson COVID” from the Totara home page, or directly by clicking here¹¹.

Daily Symptoms Tracker



¹⁰https://www.dickinson.edu/homepage/1380/covid-19_dashboard

¹¹<https://totara.dickinson.edu/course/view.php?id=375>

As a reminder, all employees working on campus – including those coming to campus only intermittently – are asked to complete the symptoms tracker each day. Even those working 100% remotely should get in the habit of checking in daily.

The Tracker can be found on your Gateway home page. Completion takes about a minute, and simple directions for using the tool can be found here¹².

The second question asks about symptoms which are “not caused by another condition.” This can be confusing, especially when many of us suffer from seasonal allergies and those symptoms are listed in the symptom tracker. When in doubt, check “yes” and our exposure risk management team will follow-up with you with some helpful suggestions.

Flu Vaccination Information



Protection From the Flu

Flu vaccinations are required this year for students and employees living and/or working on campus. Medical experts agree on the likelihood that flu viruses and the virus that causes COVID-19 will spread this fall and winter. Healthcare systems could easily be overwhelmed treating both flu patients and COVID-19 patients. In addition, the flu and COVID-19 can bring similar symptoms, people who think they have COVID—but really have the flu—could lead to more testing shortages, unnecessary alarm on campus and massive healthcare emergencies.

The links below provide reliable information about the flu and COVID-19:

- CDC | Benefits of the Flu Vaccination¹³

¹²https://www.dickinson.edu/download/downloads/id/11812/wellness_center_covid-19_clinic_portal_access_instructions.pdf

¹³<https://www.cdc.gov/flu/prevent/vaccine-benefits.htm>

- Web MD | When Flu Season and COVID Collide¹⁴
- Inside Higher Ed | A Key Step Toward Safety This Fall¹⁵

The Flu Vaccine is FREE*

The seasonal flu vaccine is available at no cost to Aetna members who have benefits that cover preventive services. (**Most other commercial plans cover a flu vaccination at no cost to the member, as well.*) The vaccine is available from your primary care provider (and some pharmacies) for adults and for children 6 months and older. Aetna members can identify a local participating pharmacy by visiting their Aetna member portal¹⁶.

Who Should Get a Flu Vaccine?

The Centers for Disease Control and Prevention (CDC) recommends everyone 6 months and older get the flu vaccine. It is very important for people at higher risk to get the flu vaccine. This includes health care workers and caregivers of children younger than 6 months.

Vaccine Clinic - Rescheduled

The Flu Vaccine Clinics scheduled for Wednesday, October 7 and Thursday, October 8, have been ***rescheduled to Wednesday, October 21 and Thursday, October 22 due to a delay in delivery from the vaccine supplier.*** All currently scheduled appointments will be kept at the same time for anyone already registered, and the dates will simply transition from October 7 to October 21 - and October 8 to October 22.

If you are unable to participate on the re-scheduled dates (at the same time as your original appointment), you may reschedule in Totara or send an email to devwell@dickinson.edu¹⁷ to request assistance with rescheduling your appointment to an alternate time and/or day. Additional flu vaccine clinic dates are planned for this fall and will be announced soon once the details are finalized.

Appointments are required to receive the flu vaccine. **No walk-ins will be accepted. Please schedule your flu vaccine appointment via the** Flu Shots course in Totara¹⁸.

¹⁴<https://www.webmd.com/lung/news/20200810/a-great-unknown-when-flu-season-and-covid-collide>

¹⁵<https://www.insidehighered.com/views/2020/07/23/colleges-should-provide-free-flu-shots-and-consider-making-vaccination-mandatory>

¹⁶<https://www.aetna.com/about-us/login.html>

¹⁷<mailto:devwell@dickinson.edu>

¹⁸<https://totara.dickinson.edu/course/view.php?id=165>

Employees with questions are asked to contact their supervisor or employeequestions@dickinson.edu¹⁹.

Students may contact the Wellness Center with any questions at studentwellness@dickinson.edu²⁰.

Carlisle Outdoor Flu Shot Clinic



Carlisle Community members have access to two Outdoor Flu Vaccination clinics administered by Walmart:

- ***Monday, October 12 | 4-7 p.m. | Stuart Community Center***
- ***Saturday, October 24 | 10 a.m.-2 p.m. | Biddle Mission Park***

Pre-registration is available by visiting the flu vaccination clinic website²¹. When you arrive at the flu vaccine clinic, stand in the ***pre-registered*** line for faster processing, and bring along a photo ID and insurance card if using insurance. (Vaccines are free with most major insurance, or \$32 if paying with cash.)

¹⁹<mailto:employeequestions@dickinson.edu>

²⁰<mailto:studentwellness@dickinson.edu>

²¹<https://www.signupgenius.com/go/carlisleflu>

We understand that some employees might not be able to receive a flu vaccination or might prefer to receive it elsewhere. Should this exception apply to you, please complete the *Flu Vaccine Exception Form*²².

Compliance | Policies



Drug Free Workplace Session (Rescheduled)

²²<https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-xcQB-brcVILowUndqdFaDBUNkxWVFg0OUJTQ1pNM0pITzdOSDBLUTJRNi4u>



Wednesday, November 11 | noon-1 p.m. | Zoom Presentation

Would you see and understand what was happening if a loved one or friend was challenged with substance use (or abuse)? Participate in this virtual workshop to better identify, comprehend and handle situations at home or at work by learning about this troubling reality for our community.

Enroll and sign-up in Totara²³, via the Gateway, to receive a link to this Zoom presentation.

Medicare Prescription Drug Plan Creditable Coverage Disclosure Notice

²³<https://totara.dickinson.edu/course/view.php?id=300>



In accordance with the Center for Medicare and Medicaid Services (CMS), all employees who are participating in the Dickinson College group health insurance plan managed by Aetna and group prescription drug plan managed by CVS are required to receive a disclosure notice regarding our plan's creditable prescription drug coverage.

PLEASE NOTE: If you or your covered dependents are not currently eligible for Medicare you may disregard this notice. Contact Human Resource Services²⁴ if you have any questions.

New Policies Announcement for October 2020

²⁴<mailto:hrservices@dickinson.edu>



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 webpage²⁵ and clicking the Updates tab on the left, or by going to the policy manual 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.

Drug and Alcohol Policy – This is not a new policy, but this communication serves as a regular reminder to review and be mindful of our campus stance on drug and alcohol usage, as well as the institutional and legal implications for misuse.

Hazing Policy – This policy has been updated to clarify the sanctions for individuals and organizations involved in particularly high-level or pervasive hazing activities. Any student or organization found responsible for such a violation may face suspension or expulsion from the College. Hazing is a violation of Pennsylvania law and a criminal offense in the Commonwealth. This policy is part of Dickinson College's commitment to preserving the individual dignity and well-being of each and every member of the campus community.

Recording of Meetings Policy - This is a new policy. The purpose of this policy is to set forth expectations regarding the recording of classes, meetings, telephone calls, discussions or other conversations at the College, offsite at College organized events, or via telephone or video conference (such as Zoom or Microsoft Teams) between members of our community. The intent of this policy is to strike a balance between the legitimate uses of audio and video recordings, and concerns including compliance with the law, privacy, and protection of intellectual property. This policy prohibits the secret recording of college meetings and outlines the circumstances under which meetings can properly be recorded.

Sexual Harassment and Misconduct Policy – This policy has been updated to comply with new Title IX regulations issued by the Department of Education. As part of the new regulations, the College was required to adopt a process which affords an opportunity for live hearings with cross-examination. Additionally, the new regulations limit the ability of the College to remove a student from campus, unless there is a real threat to safety. This comprehensive policy contains

²⁵https://www.dickinson.edu/homepage/1250/the_office_of_general_counsel

information regarding the procedures for information shared with the Title IX and Sexual Respect Office involving allegations of sexual discrimination, sexual harassment, sexual assault, fondling, dating violence, domestic violence, stalking, and retaliation. As part of the changes resulting from the new regulations, these allegations can also be handled through an informal resolution process which could eliminate the need for a live hearing in certain circumstances.

All policies listed above can all be found in their entirety by going to the Campus Policy Manual²⁶ or by going to the Legal and Policy Updates section of the Office of General Counsel²⁷ webpages.

If you have any questions please contact the general counsel's office at legal@dickinson.edu²⁸

Legislative and Regulatory Updates

Religious Liberty and Free Inquiry Final Rule

The Department of Education has issued a new final rule regarding freedom of speech. In relevant part, the rule requires private colleges to comply with their own policies regarding freedom of speech and academic freedom as a condition of receiving grant funds. The Department will consider any non-default judgment by a state or federal court based upon non-compliance with the institution's free speech policy as evidence of non-compliance with this grant requirement. Under the new rule, institutions that fail to follow their own free speech and academic freedom policies, risk losing millions of dollars in grant funding.

For more information, go to:

<https://www2.ed.gov/about/offices/list/oep/freeinquiryfinalruleunofficialversion09092020.pdf>

²⁶https://www.dickinson.edu/homepage/1146/campus_policies_manual

²⁷https://www.dickinson.edu/homepage/1250/the_office_of_general_counsel

²⁸<mailto:legal@dickinson.edu>

Get the Most Out of Your Benefits



Aetna Individual Consultations (Phone Appointment)²⁹

Thursday, October 8 | 8:30 a.m. - 12:30 p.m.

Managing your money and making choices for your healthcare are challenges many of us face regularly. Our representative, Jean Enders, is available on Thursday, October 8, 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 Totara³⁰. 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.

Resource for Coping with COVID-19

²⁹<https://totara.dickinson.edu/course/view.php?id=60>

³⁰<https://totara.dickinson.edu/course/view.php?id=60>

COVID-19 response is bringing a lot of changes to our lives, including stress and anxiety. Aetna put together these resources to help you cope during this challenging time: Aetna Resources for Living & Coping with COVID-19³¹



Thinking About Retirement? Check Healthcare Off Your List!

The Emeriti program is a tax-advantaged way to save now for health care costs during retirement. Full-time employees age 21 or older are eligible to contribute to the Emeriti Reimbursement Benefit. Dickinson makes employer contributions to full-time employees upon the age of 35 with at least one year of full-time service. The employer contribution is made to the Emeriti Reimbursement Benefit Account. The Emeriti Health Insurance Plan - a specially designed health insurance program for retirees and their dependents that complements Medicare.

The Emeriti Reimbursement Benefit is an innovative, tax-free way to pay for qualified out-of-pocket medical expenses. This plan is administered by a third-party administrator. It is known as the Emeriti Retiree Health Plan.

To learn more, join TIAA/Emeriti for a Zoom webinar. Choose the date that works best for you below:

- Tuesday, October 27 at 2 p.m. | Webinar Link³² | Webinar ID: 996 2811 8499 | Passcode: 798746
- Thursday, November 12 at 2 p.m. | Webinar Link³³ | Webinar ID: 979 3967 5034 | Passcode: 798746

Or, to join by phone, dial 877-853-5257 and enter the webinar ID and passcode.

Need more information? Call the Emeriti Service Center at 866-363-7484 and press option #2, weekdays, 9 a.m. to 5:30 p.m.

³¹https://www.dickinson.edu/download/downloads/id/11927/aetna_resources_for_living_coping_with_covid-19.pdf

³²<https://ttaa.zoom.us/j/99628118499?pwd=WStoNmgweDhFc3N3bVJQRzgzS1dzQT09>

³³<https://ttaa.zoom.us/j/97939675034?pwd=aWZmUDg2YURxaEpvWnhsaElqSzJDZz09>



October 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/webinars](https://www.tiaa.org/webinars)³⁴. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

- October 13 at noon - Planning with Retirement Assets
- **October 13 at 3 p.m. - Understanding Medicare**
- October 14 at noon - Quarterly Economic and Market Update with TIAA's Chief Investment Strategist
- October 15 at noon - Understanding health Savings Accounts (HSAs)
- October 15 at 3 p.m. - Cybersecurity



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.com³⁵ or call (603) 213-3523.

Visit [Fidelity.com](https://www.fidelity.com/)³⁶ to view the available investment options with Fidelity, or to explore the financial planning tools available through Fidelity online.

³⁴<https://www.tiaa.org/webinars>

³⁵<mailto:daniel.mccarthy@fmr.com>

³⁶<https://www.fidelity.com/>

Down on the Farm



Dickinson College Farm Vegetable Co-Op Sign Up Opportunities



The Fall season is in full swing at the College Farm with an abundance of fall crops being harvested! 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 which runs until December 11—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 go to blogs.dickinson.edu/farm/csa³⁷ or contact farm@dickinson.edu³⁸.

Meat Sale

³⁷<https://blogs.dickinson.edu/farm/csa>

³⁸<mailto:farm@dickinson.edu>

The Dickinson College Farm is proud to provide grass-fed, humanely-raised meat for the campus community. We hope that our efforts to care for, respect and love these animals is reflected in the quality of our animal products. The Dickinson College Farm raises beef cattle and market lambs. We keep a rotating stock of frozen retail products, including a variety of steaks and roasts, ground beef, and sausages. To learn more and to place an order, please visit <http://blogs.dickinson.edu/farm/meatsales/>

COMING SOON: Holiday Gift Boxes



Give a Gift from the Land from the Dickinson College Farm

The College Farm will once again be selling gift boxes filled with our certified organic vegetables and other wholesome ingredients. Farm-made gift boxes are a great way to share a taste of the farm with others and make your gift giving easy. Available in early November through December for pick up or shipping.

As always, our gift boxes will feature our annual favorites: Kosher Dill Pickles, 7-Day Sweet Pickles, Pickled Red Beets, Zucchini Pickles, Salsa, Red Devil Hot Pepper Sauce, and grass-fed Beef Jerky. And, back by popular demand, we'll have Pizza sauce and Marinara sauce too.

Our gift boxes will offer a variety of combinations that promise to satisfy your appetite for seasonal goodness in a jar that are great for the many colleagues, neighbors, family, and foodies in your life!

We take pride in hand packaging our products and knowing that we are sharing our bounty with your friends, near and far. Watch Dickinson Today for the link or email farm@dickinson.edu³⁹.

THE COLLEGE FARM
PRESENTS
Virtual Cooking
Classes

EVENT DATES

9/23 5:00pm EST
DIY Reusable Beeswax Food
Wraps with student farmer
Dee

10/19 6:00pm EST
French Cooking Class with
Professor Soldin

11/7 time TBA
Farm Q&A and cooking
class with student farmer
Espoir

11/13 5:00pm EST
Pie Making Class with
Livestock Apprentice
Danielle

MORE CLASSES
TO BE
ANNOUNCED



FIND THE ZOOM LINKS ON
OUR FACEBOOK OR
ENGAGED CLOSER TO THE
DATES OF THE EVENTS

³⁹<mailto:farm@dickinson.edu>

Community | For the Greater Good



iGrad



Members of the Dickinson College community have access to a great resource, iGrad, for learning how to manage money, plan for retirement, prepare for large expense such as buying a house or car, and much more. Access iGrad through the Gateway to start exploring the many tools available.

Commuter Services of Pennsylvania



Would you like to be rewarded for telecommuting? Commuter Services of PA has a FREE rideshare and rewards program!

For more information, view their video by clicking here⁴⁰ or visit Commuter Services of PA online⁴¹!

Commuter Services of PA is Celebrating College Month

Through out the month Commuter Services of PA will be sharing helpful tips. The first tip is available via YouTube:

Tip 1 on Teleworking⁴²

⁴⁰<https://youtu.be/7iD35hOzc5k>

⁴¹<https://commutepa.agilemile.com/>

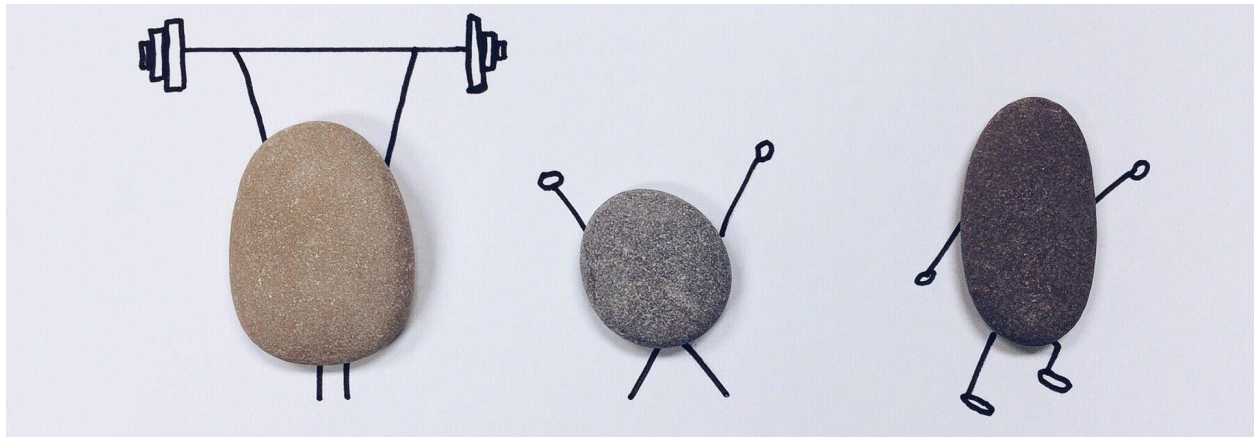
Future tips will be posted on their social media sites, each Monday in October. Click on the links below to "like" or "follow".

- Facebook: <https://www.facebook.com/CommuterServicesPA>
- Instagram: <https://www.instagram.com/pacommuters/>
- Twitter: <https://twitter.com/SaveOnCommutePA>



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%!

Wellness



Be Well – Be Calm – Be Engaged⁴³

⁴²<https://youtu.be/3KLoN4A9xbQ>

⁴³https://www.dickinson.edu/info/20083/human_resource_services/1755/worklife_balance/2

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.

Resources are available online via the Human Resource Services *Work Life Balance*⁴⁴ webpages.

Health Coaching 101



According to the American Council on Exercise⁴⁵, Health Coaches help people increase their awareness and capacity for change, impact individuals struggling to make their intentions a reality and, by empowering them, offering those most in need of help the opportunity to take charge of their lifestyle choices.

Health Coaching 101 roundtable sessions cover a variety of topics from introducing the concept of health coaching to select areas of wellbeing to help guide your journey to wellbeing.

Options for health coaching individually are also available through the college's benefits vendors - Aetna and Health Advocate - for those carrying these specific benefits.

Health Coaching Roundtable | What is Health Coaching? Presented by Jeanette Diamond

Thursday, October 15 | 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

⁴⁴https://www.dickinson.edu/info/20083/human_resource_services/1755/worklife_balance/2

⁴⁵<https://www.acefitness.org/>

coach may hold the key to your journey to wellbeing. Enroll and sign-up for this wellness session to learn more under Health Coaching 101⁴⁶ in Totara!

Health Coaching Roundtable | Family Health History

Thursday, November 19 | noon-1 p.m. | TEAMS meeting

Some families seem to experience many health challenges - while others live "forever" and appear to be exempt or avoid issues no matter what their lifestyle includes. One key to living your life to the fullest is learning your family health history and sharing this with your family going forward. Why? Join us in this roundtable discussion to learn more and find tools to complete this very important task! Enroll and sign-up for this wellness session to learn more under Health Coaching 101⁴⁷ in Totara!

Health Coaching Roundtable | Annual Well Visits

Thursday, December 17 | noon-1 p.m. | Teams meeting

Each year, we are reminded to schedule our annual well visit - and some simply avoid this encounter. Wonder why? Maybe it's fear of the unknown, maybe it's lack of open time - or maybe it just has not been a priority because you feel generally great!? In any case, and especially in these days, the annual well visit is a VIP --- Very Important Priority --- to be well and stay well. Participate in this roundtable discussion to learn more - and find tips and resources to locate a primary healthcare provider if you don't already have one. Enroll and sign-up for this wellness session to learn more under Health Coaching 101⁴⁸ in Totara!

Understanding Weight & Body Composition

⁴⁶<https://totara.dickinson.edu/course/view.php?id=305>

⁴⁷<https://totara.dickinson.edu/course/view.php?id=305>

⁴⁸<https://totara.dickinson.edu/course/view.php?id=305>

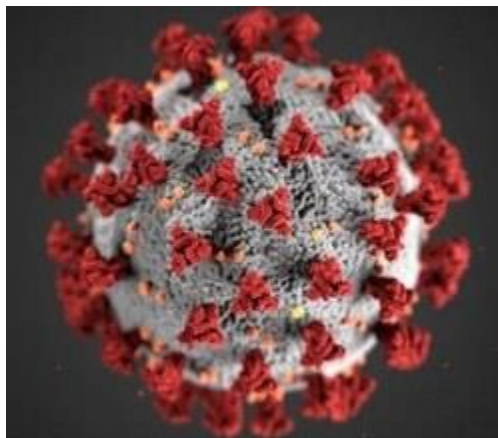


Tuesday, October 20 | Noon - 1 p.m. | Microsoft Teams

Courtney Hager, RDN, will discuss the meaning of "the number on the scale" and how it applies to our health and wellbeing. She will discuss methods of determining body composition, how to use that information, and how to make body composition changes in a healthy way. Enroll and sign-up, in Totara for this nutrition information session⁴⁹!

The Content is not intended to be a substitute for professional medical advice, diagnosis, or treatment. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding a medical condition.

COVID-19 | Loved Ones Infected? Presented by Lisa Snedeker, MT (ASCP) CIC, Infection Preventionist at UPMC Carlisle



Tuesday, October 27 | Noon-1 p.m. | Zoom Presentation

⁴⁹<https://totara.dickinson.edu/course/view.php?id=94>

COVID-19 is a new virus that causes respiratory illness in people and can spread from person-to-person.

The pandemic has impacted all of us in a variety of ways. We wear masks, social distance, wash our hands, and hope for the best. But...what do you do when a loved one becomes infected? Which way do you turn and how do you care for yourself and other family members?

Join us on this ZOOM presentation for tips and information presented by UPMC's Infectious Disease. Enroll and sign-up in Totara⁵⁰ to receive the link to this presentation.

Wellness Yoga Online with Volunteer Instructor: Julie Vastine



Select Mondays, October-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 Totara⁵¹ 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.

Pound Fitness with Adena Cohen

⁵⁰<https://totara.dickinson.edu/course/view.php?id=64>

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



Tuesdays at 4:30 p.m. and Thursdays at 5 p.m.

Are you looking for something different to add some Zing to your workout or to just take a stress break in the middle of your week or day? Join us for Pound Fitness!

Using Ripstix®, lightly weighted drumsticks engineered specifically for exercising, POUND®⁵² transforms drumming into an incredibly effective way of working out. Instead of listening to music, you become the music in this exhilarating full-body workout that combines cardio, conditioning, and strength training with yoga and pilates-inspired movements. Designed for all fitness levels, POUND® provides the perfect atmosphere for letting loose, getting energized, toning up and rockin' out! The workout is easily modifiable and the alternative vibe and welcoming philosophy appeals to men and women of all ages and abilities.

Please sign-up in advance for Pound Fitness in EngageD⁵³ to join these online sessions with Adena Cohen!

Once you sign up, you may click here⁵⁴ to obtain the Zoom session information and join.

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!

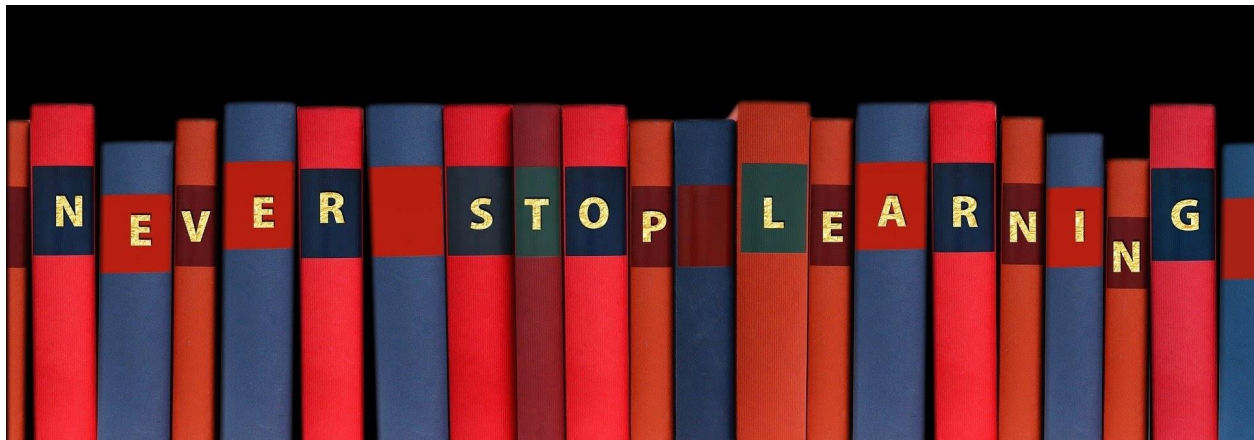
⁵²<https://poundfit.com/>

⁵³<https://dickinson.campuslabs.com/engage/events?query=Pound Fitness>

⁵⁴<https://totara.dickinson.edu/course/view.php?id=63>

- **Capital Blue Health and Wellness Center** offers a variety of fitness classes during the month of October. Check out their schedule⁵⁵ online and register for a class.
- **Fitness Blender** is a husband and wife team who are passionate about you reaching your fitness goals. They offer free workout videos⁵⁶ for all levels of fitness.
- **Planet Fitness YouTube Home Work-ins** offer the option to select your fitness workout⁵⁷ at your convenience.
- **YMCA 360: On-Demand Videos** provides over 100 on-demand videos⁵⁸ 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 movement⁵⁹ at all levels in an on-demand platform.

Professional Development



College Prep for Parents⁶⁰

⁵⁵<https://www.eventbrite.com/o/capital-blue-health-and-wellness-center-30255516400>

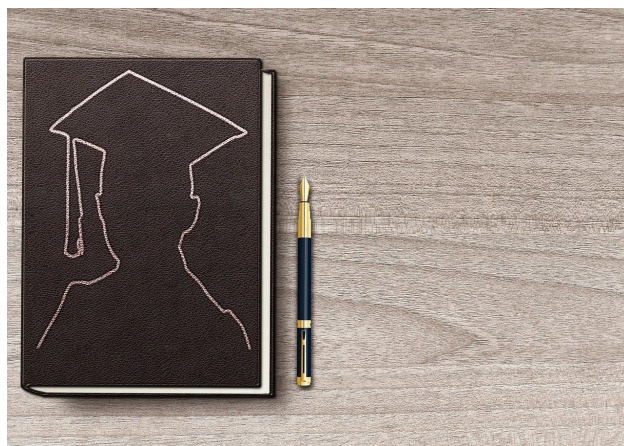
⁵⁶<https://www.fitnessblender.com/>

⁵⁷<https://www.youtube.com/planetfitness>

⁵⁸<https://ymca360.org/on-demand>

⁵⁹<https://www.youtube.com/user/yogawithadriene>

⁶⁰<https://totara.dickinson.edu/course/view.php?id=42>



Session I - Admissions and Big Spring High School: Wednesday, October 21 | noon-1 p.m.

Session II - Financial Aid and Human Resource Services: Wednesday, October 28 | noon-1 p.m.

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.

Sign up for the Zoom workshops in Totara⁶¹.



RAISE Training for FAS Zoom Session⁶²

Thursday, November 12 | Noon-1:15 p.m.

Have you had a student "come out" to you in class? Are you confused about how to ask someone for their gender pronouns? Perhaps you're hoping to make your departmental policies and procedures more inclusive! No matter your interest or reason, we encourage all aspiring allies and advocates to participate in a session of R.A.I.S.E. (Red Devils Advocating for Inclusive Spaces for Everyone)!

⁶¹<https://totara.dickinson.edu/course/view.php?id=42>

⁶²<https://totara.dickinson.edu/course/view.php?id=65>

Sign-up for a session in Totara⁶³. You will receive a Zoom link with your calendar invitation.

[Wellness Incentive](#) | [Reminders](#) | [Communication Links](#)



Physical Wellness Program Incentive Prize Winner

Congratulations to **Bonnie Lehman**, *Office of Academic Affairs*, for being the Physical Wellness incentive prize winner for the month of September. 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.edu⁶⁴ or call ext. 8084.

⁶³<https://totara.dickinson.edu/course/view.php?id=65>

⁶⁴<mailto:devwell@dickinson.edu>

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 Gateway⁶⁵ 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 policy⁶⁶ 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.

⁶⁵<https://gateway.dickinson.edu/>

⁶⁶http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

Campus Resource Quick Links!

How To Guide⁶⁷

Dickinson Download⁶⁸

Dickinson/Biking⁶⁹

Dickinson/College Farm⁷⁰

Dickinson/Sustainability⁷¹

Trout Gallery⁷²

Theatre & Dance⁷³

Campus Announcements⁷⁴

Campus Events Calendar⁷⁵



4 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu⁷⁶

Human Resource Services Website⁷⁷

⁶⁷[http://www.dickinson.edu/info/20043/about/1562/dickinson "how to" guide](http://www.dickinson.edu/info/20043/about/1562/dickinson%20%22how%20to%22%20guide)

⁶⁸[http://www.dickinson.edu/info/20198/technology_services/3261/the dickinson download](http://www.dickinson.edu/info/20198/technology_services/3261/the_dickinson_download)

⁶⁹<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

⁷⁰<http://www.dickinson.edu/collegefarm>

⁷¹<http://www.dickinson.edu/sustainability>

⁷²<http://www.troutgallery.org/>

⁷³<https://www.dickinson.edu/theatreanddance>

⁷⁴<https://www.dickinson.edu/announcements>

⁷⁵<http://www.dickinson.edu/events>

⁷⁶<mailto:devwell@dickinson.edu>

⁷⁷https://www.dickinson.edu/homepage/122/human_resource_services