



Vitality

Dickinson

HUMAN RESOURCE SERVICES

1 - November 2020

Volume XV | Issue 4

In This Issue



- **National Gratitude Month | Challenge**
- **Announcements**
- **Compliance | Policies**
- **Get the Most Out of Your Benefits**
- **Down on the Farm**
- **Staying Connected**
- **Community | For the Greater Good**
- **Wellness**
- **Professional Development**
- **Wellness Incentive | Reminders | Communication Links**

The navigation tool in the lower right hand corner allows you to skip through sections of the newsletter.

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

November is National Gratitude Month



gratitude, n. the quality or condition of being grateful; a warm sense of appreciation of kindness received, involving a feeling of goodwill towards the benefactor and a desire to do something in return; gratefulness. Oxford English Dictionary¹

8 Ways to Have More Gratitude Every Day (ForbesWomen²)

1. Don't be picky. Appreciate everything!
2. Find gratitude in your challenges – sometimes thinking about negative or difficult situations can help to really nail down what you have to be thankful for.

¹<https://www.oed.com/view/Entry/80957?redirectedFrom=gratitude#eid>

²<https://www.forbes.com/sites/womensmedia/2016/07/08/8-ways-to-have-more-gratitude-every-day/#1c7f58891d54>

3. Practice mindfulness – sit down daily and think through five to ten things you are grateful for. *Consider meditation.*
4. Keep a gratitude journal
5. Volunteer
6. Express yourself – don't keep it to yourself; express gratitude to others
7. Spend time with people who make you happy
8. Improve your happiness in other areas of your life – exercise or participate in a hobby you enjoy

Random Acts of Kindness Challenge



Random Acts of Kindness (RAK) brighten anyone's day – both the giver and receiver of the kindness. On a whim, pay someone a compliment, help them with a task, offer to “pay it forward” and lift the spirits of someone you know or a total stranger! Share your RAK in Teams³ via a message or quick photo (if applicable and possible)...and inspire kindness through kindness. The world benefits in a multitude of ways – and we can make this a happier, kinder place to live and work through these simple Random Acts of Kindness this month. 🍁🍁

Color Your World with Gratefulness Challenge

³<https://teams.microsoft.com/l/team/19%3ad5b2290d01354155a3038a43bd1c3d59%40thread.tacv2/conversations?groupId=3ebc8158-4a55-453b-be23-d81a05968d3c&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>



Select a picture to color from the Color Your World with Gratefulness Channel⁴ found in *Random Acts of Kindness* in TEAMS. Choose the medium you want to use, and then submit your completed coloring page via TEAMS for some virtual recognition and fun. This is for kids of ALL ages!

Here's how to enter the contest.

- Join the Team!⁵ in Office 365 "Teams" - *Random Acts of Kindness* is the Team name.
- Select a picture to color from the Color Your World with Gratefulness Channel⁶.
- File your coloring page under the appropriate folder in the "Files" tab section of the *Color Your World with Gratefulness* Channel.
- You can also email your coloring page to devwell@dickinson.edu⁷. Please be sure to include your name in the file name. If submitting for a child, please include the child's age.
- Deadline for submission: **Monday, November 30.**

A small prize will be awarded to winners in the following categories:

- Give Thanks
- Keep Calm
- Happiness
- Doodle Art

⁴<https://teams.microsoft.com/l/channel/19%3a6636ca699ea8451ca115ae03c867272b%40thread.tacv2/Color%20Your%20World%20with%20Gratefulness?groupId=3ebc8158-4a55-453b-be23-d81a05968d3c&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

⁵<https://teams.microsoft.com/l/team/19%3ad5b2290d01354155a3038a43bd1c3d59%40thread.tacv2/conversations?groupId=3ebc8158-4a55-453b-be23-d81a05968d3c&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

⁶<https://teams.microsoft.com/l/channel/19%3a6636ca699ea8451ca115ae03c867272b%40thread.tacv2/Color%20Your%20World%20with%20Gratefulness?groupId=3ebc8158-4a55-453b-be23-d81a05968d3c&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

⁷<mailto:devwell@dickinson.edu>

- Nature
- Children Ages 5 and under
- Children Ages 6 to 9
- Children Ages 10 to 12

Everyone will have a chance to vote for the best of the best in each category. Winners will be announced in a winter issue of Vitality.

Announcements



Election Day - November 3



President Ensign continues to encourage students, faculty, and staff to take the time to exercise our civic duty to vote. Voters will most likely encounter long lines at polling places due to the necessary COVID safety precautions. As a result, provost Neil Weissman and President Ensign informed **faculty they may cancel their classes** that day. Faculty who hold classes should be flexible with students so that they have ample opportunity to vote.

In addition, Dickinson will allow full-time employees up to **four hours of paid time off** to exercise their vote on November 3. This is double the amount from prior years. Employees should contact their supervisor to make specific arrangements if voting before or after regularly assigned work hours is not possible. Non-exempt employees should record these hours as regular hours worked.

Questions related to the Fall 2020 semester are updated frequently on the [COVID-19 Dashboard](#)⁸.

-
- *[COVID FAQs for Faculty and Staff](#)⁹*
-

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

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

Dickinson College COVID-19 Awareness Module



The college’s emergency response team 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>



Daily Symptoms Tracker

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.

Traveling Outside of PA

An additional question was recently added to the Symptoms Tracker form: *In the past 2 weeks, have you traveled outside the state of Pennsylvania?*

The college requires self-quarantine after travel to an area where there is a high incidence of COVID-19 cases, in accordance with the PA Department of Health's (DOH) recommendations. The PA DOH updates the list of states weekly and can be found by clicking here¹³. If you answer yes, you will be asked to provide the name of the state that you traveled to/through or from; and, if applicable, you will receive a reminder from Human Resource Services regarding self-quarantine.

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

¹³<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

November Flu Vaccine Clinic



Thursday, November 5 | HUB Social Hall | 2 - 6 p.m.

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 Totara¹⁴.

Employees with questions are asked to contact their supervisor or employeequestions@dickinson.edu¹⁵.

Students may contact the Wellness Center with any questions at studentwellness@dickinson.edu¹⁶.

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 Vaccination¹⁷

¹⁴<https://totara.dickinson.edu/course/view.php?id=165>

¹⁵<mailto:employeequestions@dickinson.edu>

¹⁶<mailto:studentwellness@dickinson.edu>

- Web MD | When Flu Season and COVID Collide¹⁸
- Inside Higher Ed | A Key Step Toward Safety This Fall¹⁹

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*²⁰.

Employee Compensation Statement

The annual employee compensation statements for 2020 will be made available via the Gateway in early November. The statement summarizes both the salary and benefits you receive as an employee of Dickinson College. This summary serves as an information tool to assist you in making important decisions for you and your family. Please read the information carefully. If you have any concerns about the statement or questions related to a specific benefit, please contact us at hrservices@dickinson.edu²¹.

¹⁷<https://www.cdc.gov/flu/prevent/vaccine-benefits.htm>

¹⁸<https://www.webmd.com/lung/news/20200810/a-great-unknown-when-flu-season-and-covid-collide>

¹⁹<https://www.insidehighered.com/views/2020/07/23/colleges-should-provide-free-flu-shots-and-consider-making-vaccination-mandatory>

²⁰<https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-xcQB-brcVlLowUndqdFaDBUNkxWVFg0OUJTQ1pNM0pITzdOSDBLUTJRNi4u>

²¹<mailto:hrservices@dickinson.edu>



Drug Free Workplace Session



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 Totara²², via the Gateway, to receive a link to this Zoom presentation.

Get the Most Out of Your Benefits



Reminder for 2019-20 Flexible Spending Account Members

We extended our 2019-20 Flexible Spending Account Health Care and Dependent Care grace period from 09/15/2020 to 12/31/2020 and extended the timely filing period from 10/31/2020 to 03/31/2021. Plan year dates regarding contributions will remain the same at 07/01/2019 – 06/30/2020. Thereby allowing you to apply unused balance remaining in your 2019-20 Health Care and Dependent Care Flexible Spending Accounts to allowed expenses incurred and paid for between July 1, 2019, through December 31, 2020, and claims may be submitted through March 31, 2021.

Important Flexible Spending Account Information

Employees may access their flexible spending accounts balance remaining and submit claims by logging into the HealthSmart online portal²³ or use the mobile app²⁴. Instructions for both and additional COVID-19 updates can be found on our website²⁵. Please note, at this time, the 2020-

²²<https://totara.dickinson.edu/course/view.php?id=300>

²³<https://healthsmart.wealthcareportal.com/Authentication/Handshake>

²⁴https://www.dickinson.edu/download/downloads/id/9235/healthsmart_mobile_app.pdf

²⁵https://www.dickinson.edu/info/20083/human_resource_services/483/flexible_spending_accounts

21 Flexible Spending Account plan year grace period will remain at 09/15/2021 and timely filing will remain at 10/31/2021.

Temporary Flexibility with Changing Insurance Enrollment and FSA Contributions

We are allowing increased flexibility with respect to mid-year changes regarding contributions to Flexible Spending Account Health Care and Dependent Care as well as enrollment changes to medical, dental, and vision insurance coverage for any reason (it does not have to be a life status change or COVID-19 related) through 12/31/2020, provided that any changes are applied only in the future. You may request to stop, start, decrease, or increase your flexible spending account contributions by completing the flexible spending account change form²⁶ and returning it to our attention for processing. You may request to change, stop, or start medical, dental or vision insurance coverage by completing our insurance enrollment change form²⁷ and returning it to our attention for processing.



Aetna Individual Consultations (Phone Appointment)²⁸

Wednesday, November 18 | Noon - 4 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 Wednesday, November 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 Totara²⁹. 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

²⁶https://www.dickinson.edu/download/downloads/id/7340/flexible_spending_life_status_change_form.pdf

²⁷https://www.dickinson.edu/download/downloads/id/9246/insurance_enrollment_change_form_july_2018.pdf

²⁸<https://totara.dickinson.edu/course/view.php?id=60>

²⁹<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-19³⁰



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.

- Thursday, November 12 at 2 p.m. | Webinar Link³¹ | 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.



November TIAA Educational Webinars

³⁰https://www.dickinson.edu/download/downloads/id/11927/aetna_resources_for_living_coping_with_covid-19.pdf

³¹<https://tiaa.zoom.us/j/97939675034?pwd=aWZmUDg2YURxaEpvWnhsaEJqSzJDZz09>

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)³². If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

Tuesday, November 10

- **Noon / Making Gifts to Loved Ones and Charities** -- You can help to maximize the value of your life's work and help to take care of your survivors and philanthropic causes with a little planning. This webinar will review basic strategies for giving to individuals and charities during your lifetime, as well as legacy planning.
- **3 p.m. / Money at Work 1: Foundations of Investing** -- 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.

Wednesday, November 11

- **Noon / The Power of Saving** -- Whether you're the kind of person that lives and spends in the now or plans for what's ahead, there are always ways to save smarter. In this seminar, you'll learn a number of strategies for better managing your money, so you have the knowledge and confidence to pay your bills, save for a rainy day, and achieve any larger financial goals you've set for yourself.
- **3 p.m. / Making it Easier for You: Online tools and resources** -- Save time, manage your money, and feel empowered by learning and using the latest digital enhancements.

Thursday, November 12

- **Noon / Retiring in the 'New Normal'** -- We all know how important it is to save for retirement. This presentation brings many of the risks to light so you have a better understanding of what you may be facing and what you can do about it, especially in this new environment. Namely, shifting your strategy from just growing your money to protecting what you've saved as it grows. And for those still working, we'll talk about protecting your income in retirement, by creating a guaranteed income stream to help cover essential expenses and next steps you can take to help protect your retirement future.
- **3 p.m. / Responsible Investing (RI): Portfolios with a purpose** -- Make an impact with a social choice. Did you know that responsible investing enables investors to align their social and environmental principals with their financial goals? Learn the factors that

³²<https://www.tiaa.org/webinars>

make an investment socially responsible, The history of RI and ways for individuals to incorporate RI into their investment strategy.



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.com³³ or call (603) 213-3523.

Visit [Fidelity.com](https://www.fidelity.com/)³⁴ to view the available investment options with Fidelity, or to explore the financial planning tools available through Fidelity online.

A graphic with a dark blue background. On the left, white text reads "53% of people don't have a named beneficiary". Below this, in a dark grey box, is the text "What happens to your savings if something happens to you? Make sure you get to decide." followed by "Declare your beneficiary today." in yellow. On the right is an illustration of a woman with dark curly hair and glasses, wearing a blue patterned top, with her hands raised in a gesture of surprise or concern. A large yellow exclamation mark is above her head. At the bottom left is the Fidelity logo. At the bottom right is small white text: "Fidelity analysis of 17.7M active plan participants with a balance as of 09/02/20. Fidelity Brokerage Services LLC, Member NYSE, SIPC, 900 Salem Street, Smithfield, RI 02917. © 2020 FMR LLC. All rights reserved. 923986.1.1".

53% of people don't have a named beneficiary

What happens to your savings if something happens to you? Make sure you get to decide.

Declare your beneficiary today.

Fidelity
INVESTMENTS

Fidelity analysis of 17.7M active plan participants with a balance as of 09/02/20.
Fidelity Brokerage Services LLC, Member NYSE, SIPC, 900 Salem Street,
Smithfield, RI 02917.
© 2020 FMR LLC. All rights reserved.
923986.1.1

2 - Fidelity: Declare your beneficiary today³⁵

³³<mailto:daniel.mccarthy@fmr.com>

³⁴<https://www.fidelity.com/>

Beneficiary Designations

An important part of your plan for the future might be missing...

If you're like many retirement plan participants, you probably selected a beneficiary for your accounts when you started your job and never thought about it since. Keeping your beneficiary information current is one of the most important—and one of the most commonly overlooked—aspects of managing your retirement benefits. If you have not yet designated a beneficiary for your Retirement Plans, we encourage you to do so now. In the event of your death, benefits would be paid according to plan rules, which might be different from the designation you would choose. Please take a few moments to name your beneficiaries to ensure that your vested account balance will be distributed according to your wishes.

Click here³⁶ to read more to learn why it is important to designate a beneficiary and how to avoid complications and expense.

403(b) Contributions

As announced recently, the college is suspending employer contributions to retirement plans for ten months, beginning with the first payroll in December. Participants will receive official notification via email. Please note that these changes do not affect your ability to contribute in accordance with the IRS limits for 2020³⁷. Changes to employee contributions can be made at any time during the year via SSB.

Updating Retirement Contributions via Self-Service Banner

Employee retirement contribution changes may be made directly by employees via Self-Service Banner (SSB) at any time throughout the year. Please following the below instructions.

Log into the **Gateway** (<https://gateway.dickinson.edu/>³⁸)

³⁵<https://login.fidelity.com/ftgw/Fidelity/NBPart/Login/Init?AuthRedUrl=https://workplaceservices.fidelity.com/mybenefits/navstation/navigation>

³⁶https://www.dickinson.edu/info/20083/human_resource_services/3424/beneficiary_designations

³⁷https://www.dickinson.edu/info/20083/human_resource_services/3914/2020_retirement_contribution_limits

³⁸<http://gateway.dickinson.edu/>

- Click on the **SSB** icon
- Click on **Employee Dashboard**
- **Navigate to the Benefits section**
- **Click on Current Enrollment**
- Click on **Retirement Plans**

To **update** an existing amount:

- Find the desired retirement amount and click on the Update link directly below it
- The **Effective Date of Change** must be after your last paid date which is listed and must be in the correct format (MM/DD/YYYY)
- Enter a **Per Pay Deduction Amount**
- Click on the **Submit Changes** button
- **Log Out**

To add a **new** retirement account:

- Select the button at the bottom - **Add a New Benefit or Deduction**
- Make your election by using the radio buttons on the right hand side
- Click on the **Select Benefit** button at the bottom
- The **Effective Date of Change** must be after your last paid date which is listed (example: **01/01/2020**) and must be in the correct format (MM/DD/YYYY)
- Enter a **Per Pay Deduction Amount**
- Click on the **Submit Changes** button at the bottom
- If you click on the Retirement Plans link again, you should see your new deduction listed
- **Log Out**

Employees may also use our on-line form³⁹.

³⁹http://www.dickinson.edu/download/downloads/id/10948/2020_retirement_election_form.pdf

Down on the Farm





Give A Gift from the Land from the Dickinson College Farm!

As the holiday season gets under way, we hope you will consider unique gift boxes from the College Farm.

Farm-made gift boxes are a great way to share a taste of the farm with others!

Our products are made with certified organic vegetables and other wholesome ingredients.

Our gift boxes offer a variety of combinations that promise to satisfy a range of appetites for seasonal goodness in a jar plus boost supplies for fellow fiber artists! This year, the College Farm offers a wide range of pre-packaged options that aim to please.

As always, we have our annual favorites ~ Kosher Dill Pickles, 7-Day Sweet Pickles, Pickled Red Beets, Zucchini Pickles, Salsa, Red Devil Pepper Sauce, Marinara and Pizza Sauces and grass-fed Beef Jerky. We also offer farm-made bars of soap, felted Angel ornaments, dryer balls, yarn and hats - all made with our sheep wool!

These unique gift boxes are great for the many colleagues, neighbors, family, and foodies in your life! We take pride knowing that we are sharing our bounty with your friends, near and far.

Options for mailing packages or scheduling campus pick-ups available. Don't delay in placing your order!

For more information on this year's assortment of gift boxes and to place an order⁴⁰, please go to the Dickinson College Organic Farm Holiday Gift Box website!⁴¹.

Please email farm@dickinson.edu⁴² with any questions.

⁴⁰<http://dcorganicfarm.square.site/>

⁴¹<http://dcorganicfarm.square.site/>

⁴²[mailto:farm@dickinson.edu?subject=Farm Gift Box](mailto:farm@dickinson.edu?subject=Farm%20Gift%20Box)

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

Staying Connected



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 - ***New Session Available! See details below.***
- 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!

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-IT⁴³ in TEAMS!

Crochet Your Way⁴⁴

⁴³<https://teams.microsoft.com/l/team/19%3aee71041c38a14963ae9683c1f7317bb0%40thread.skype/conversations?groupId=aa7372fa-7d7d-4e24-9a67-a18332a5fa4e&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

⁴⁴<https://totara.dickinson.edu/course/view.php?id=380>



Monday, November 23 | noon-1 p.m. | TEAMS meeting online

Instructor: Miriam McMechen

The art of textile design and personal creations takes a variety of forms. One of the most loved handiwork arts allows for expression through yarn or other fibers to create items like cuddly afghans, warm scarves and ornate lace doilies. Hands-on crafting is an outlet for your creativity and also helps reduce your stress while producing some beautiful pieces.

Just in time for the holidays! Sign up in Totara⁴⁵ – Learn how to get started in this medium by joining this noon-hour session presented by Miriam McMechen via TEAMS!

⁴⁵<https://totara.dickinson.edu/course/view.php?id=380>

Community | For the Greater Good



2020 United Way of Carlisle & Cumberland County Annual Campaign



Dickinson is a participant in the 2020 United Way of Carlisle & Cumberland County's annual campaign once again this year. Our campaign will run during the month of November and will wrap up on November 30—to help support our community and especially those with the greatest needs. Watch for an email notification that highlights how your generosity supports

our colleagues directly! Our goal for this year's campaign is \$40,000 and 15 percent participation by Dickinson employees. Because all fundraising costs are underwritten by Allen Distribution, Keen Transport, M&T Bank and proceeds from Dickinson's U-Turn, **100 percent of your contribution** goes directly to community programs providing everything from educational opportunities for children to food for those who cannot afford it. You will receive your 2020 Campaign Pledge form and all related information through email and online resources. To support the campaign and help make a difference in Carlisle and throughout Cumberland County, please complete the online form⁴⁶ and make your donation by November 30. If you would like to contribute directly to any of the United Way funded agencies, you can designate your contribution accordingly as part of your United Way gift.

Carlisle Family YMCA Turkey Trot



The Carlisle YMCA's annual event is going virtual so you can still *TROT*, run, or walk anywhere from November 22-30. Registration is \$10 and three distances are available: 1 mile, 5K and 10K.

For more information and to register, go to the Carlisle Family YMCA Turkey Trot website!⁴⁷.

⁴⁶https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-2V2j_6JxkRPj-v8zisWoQJUNldIVE1IV0k5RVUwRVFFtjIJVEdERzgZQS4u

⁴⁷<https://carlislefamilyymca.org/programs/health-fitness/races/carlisle-family-ymca-turkey-trot/>



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 here⁴⁸ or visit Commuter Services of PA online⁴⁹!

Commuter Services of PA Celebrated College Month

Throughout the month of October, Commuter Services of PA shared helpful tips via YouTube:

Tip 1: Teleworking⁵⁰

Tip 2: Biking and Walking⁵¹

Tip 3 What's on your desk?⁵²

⁴⁸<https://youtu.be/7jD35hOzc5k>

⁴⁹<https://commutepa.agilemile.com/>

⁵⁰<https://youtu.be/3KLoN4A9xbQ>

⁵¹<https://youtu.be/EY899QBrpT4>

⁵²<https://youtu.be/LQ20Zh2Aj1g>

Tip 4: Biking⁵³

Click on the links below to "like" or "follow" them on social media:

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

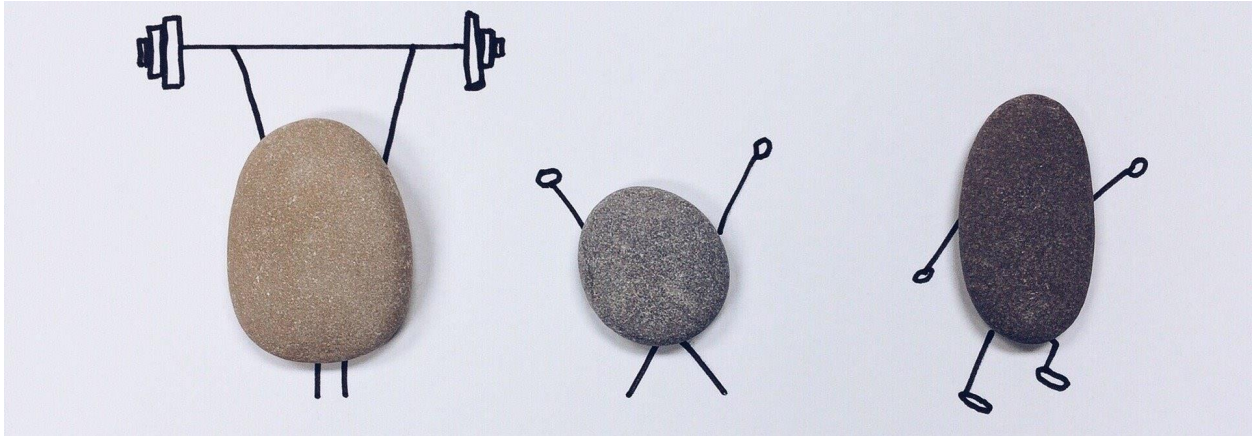
Miseno's Discount



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%!

⁵³<https://youtu.be/b2Jv8rfDiHk>

Wellness



Be Well – Be Calm – Be Engaged⁵⁴

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*⁵⁵ webpages.

Virtual Grocery Store Tour⁵⁶

⁵⁴https://www.dickinson.edu/info/20083/human_resource_services/1755/worklife_balance/2

⁵⁵https://www.dickinson.edu/info/20083/human_resource_services/1755/worklife_balance/2

⁵⁶<https://totara.dickinson.edu/course/view.php?id=94>



Tuesday, November 3 | noon-1 p.m.

Does the grocery store, with its infinite options, make you panic? Romaine calm! This month's nutrition chat will be a virtual grocery store tour. We will explore the various sections of the store and how to decide what goes in your cart. We will focus on label reading, whole food options, components of easy-to-build meals, and cost effective buys. Enroll and sign-up for this nutrition info session⁵⁷ in Totara.

Ethos Fitness | FREE Fitness Fridays on ZOOM⁵⁸

⁵⁷<https://totara.dickinson.edu/course/view.php?id=94>

⁵⁸<https://totara.dickinson.edu/course/view.php?id=379>



Ethos Fitness is offering two free fitness sessions in November. Enroll and sign-up in Totara⁵⁹ today!

Barre Fusion with Heather | Friday, November 13 | 12:15-1 p.m.

This ballet-inspired, full body workout aims to lengthen, tone, and strengthen. Barre Fusion combines movements from Pilates, strength-training, yoga, and dance. This class leaves participants feeling graceful, strong, and flexible. Improve both balance and core strength, and gain a more toned body with Barre Fusion. Equipment Needed: Mat, chair & light weights

Body Blast Circuit with Tina | Friday, November 20 | 12:15-1 p.m.

This 45-minute, full-body, no-equipment-needed HIIT circuit will challenge you while burning calories and sculpting muscles. All you need is your body and a mat! Equipment Needed: Mat

⁵⁹<https://totara.dickinson.edu/course/view.php?id=379>

Join the fitness sessions with the following Zoom link:

<https://us02web.zoom.us/j/85615479205>

This link can be used for both Friday sessions. **Note: If you have never used ZOOM before, please click the URL (shown below) about 10 minutes prior to the session start time to allow your device to open the program and load.*

Chronic Lumbar Conditions



Wednesday, November 18 | noon-1 p.m.

UPMC Online Wellness Info Session: Chronic Lumbar Conditions

Presented by Brian Booths, Select Physical Therapy

With back injuries making up the majority of claims, it's important to understand the extent of the problem. Learn what can be done to solve issues surrounding chronic lumbar conditions, along with ways to prevent them from happening in the first place.

Sign-up for this ZOOM session via the Gateway/Totara under the Wellness Info Sessions course⁶⁰!

⁶⁰<https://totara.dickinson.edu/course/view.php?id=64>

Health Coaching 101



According to the American Council on Exercise⁶¹, 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 | 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 101⁶² in Totara!

Health Coaching Roundtable | Annual Well Visits

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

⁶¹<https://www.acefitness.org/>

⁶²<https://totara.dickinson.edu/course/view.php?id=305>

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 101⁶³ in Totara!

Wellness Yoga Online with Volunteer Instructor: Julie Vastine



Monday, November 16 | 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 Totara⁶⁴ 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

⁶³<https://totara.dickinson.edu/course/view.php?id=305>

⁶⁴<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®⁶⁵ 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 EngageD⁶⁶ to join these online sessions with Adena Cohen!

Once you sign up, you may click here⁶⁷ to obtain the Zoom session information and join.

Wellness Online

⁶⁵<https://poundfit.com/>

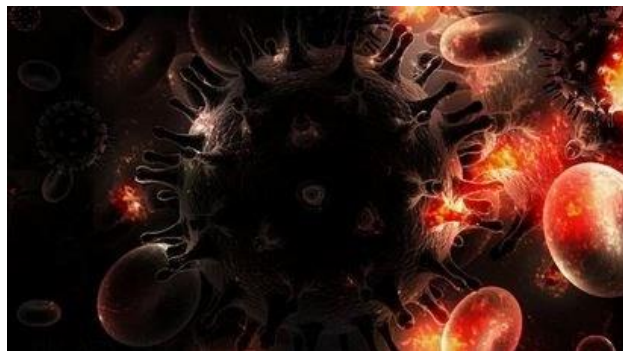
⁶⁶<https://dickinson.campuslabs.com/engage/events?query=Pound Fitness>

⁶⁷<https://totara.dickinson.edu/course/view.php?id=63>

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!

- **Capital Blue Health and Wellness Center** offers a variety of fitness classes during the month of November. Check out their schedule⁶⁸ 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 videos⁶⁹ for all levels of fitness.
- **Planet Fitness YouTube Home Work-ins** offer the option to select your fitness workout⁷⁰ at your convenience.
- **YMCA 360: On-Demand Videos** provides over 100 on-demand videos⁷¹ 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 movement⁷² at all levels in an on-demand platform.

The Good Fight | Keeping The Immune System Strong



Nutrition Info Webinar

Wondering what foods to add to your grocery list that may help your immune system?

⁶⁸<https://www.eventbrite.com/o/capital-blue-health-and-wellness-center-30255516400>

⁶⁹<https://www.fitnessblender.com/>

⁷⁰<https://www.youtube.com/planetfitness>

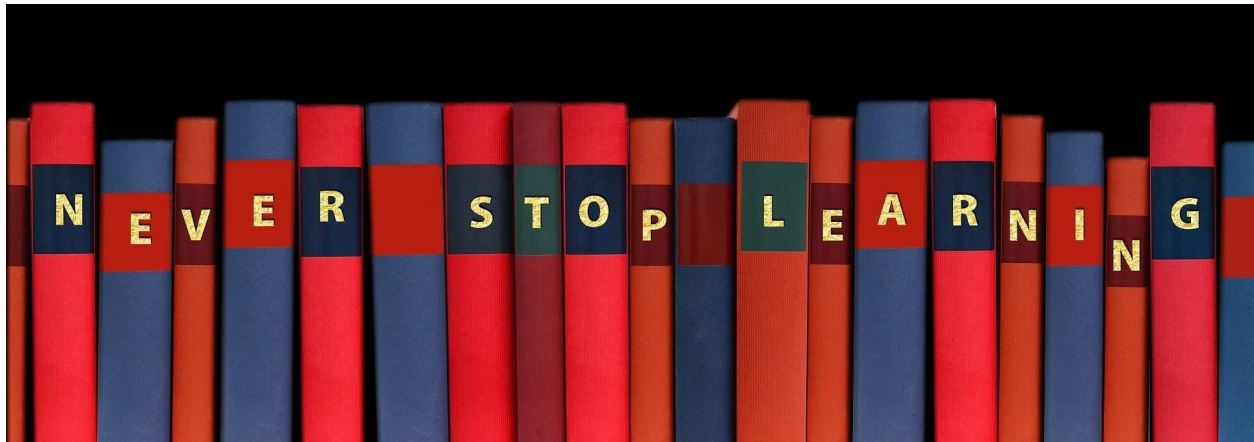
⁷¹<https://ymca360.org/on-demand>

⁷²<https://www.youtube.com/user/yogawithadriene>

Curious if our lifestyle can help us prevent and fight germs? Wondering what the gut has to do with combating sickness?

View this recorded webinar presented by Courtney Hager, RD LDN to learn tips for keeping your immune system strong and healthy through nutrition! Enroll in the nutrition info⁷³ session in Totara to access the webinar.

Professional Development



RAISE Training for FAS Zoom Session⁷⁴

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)!

Sign-up for a session in Totara⁷⁵. You will receive a Zoom link with your calendar invitation.

⁷³<https://totara.dickinson.edu/course/view.php?id=94>

⁷⁴<https://totara.dickinson.edu/course/view.php?id=65>

⁷⁵<https://totara.dickinson.edu/course/view.php?id=65>



Physical Wellness Program Incentive Prize Winner

Congratulations to **Katie DeGuzman**, *Center for Global Study & Engagement*, for being the Physical Wellness incentive prize winner for the month of October. 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.edu⁷⁶ or call ext. 8084.

⁷⁶<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 Gateway⁷⁷ 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 policy⁷⁸ 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.

⁷⁷<https://gateway.dickinson.edu/>

⁷⁸http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

Campus Resource Quick Links!

How To Guide⁷⁹

Dickinson Download⁸⁰

Dickinson/Biking⁸¹

Dickinson/College Farm⁸²

Dickinson/Sustainability⁸³

Trout Gallery⁸⁴

Theatre & Dance⁸⁵

Campus Announcements⁸⁶

Campus Events Calendar⁸⁷



3 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu⁸⁸

Human Resource Services Website⁸⁹

⁷⁹[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)

⁸⁰[http://www.dickinson.edu/info/20198/technology_services/3261/the dickinson download](http://www.dickinson.edu/info/20198/technology_services/3261/the_dickinson_download)

⁸¹<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

⁸²<http://www.dickinson.edu/collegefarm>

⁸³<http://www.dickinson.edu/sustainability>

⁸⁴<http://www.troutgallery.org/>

⁸⁵<https://www.dickinson.edu/theatreanddance>

⁸⁶<https://www.dickinson.edu/announcements>

⁸⁷<http://www.dickinson.edu/events>

⁸⁸<mailto:devwell@dickinson.edu>

⁸⁹https://www.dickinson.edu/homepage/122/human_resource_services