



Vitality

Dickinson

HUMAN RESOURCE SERVICES

1 - December 2021

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In This Issue



- **Winter Weather Preparedness**
- **Employee Highlights**
- **Employee Announcements**
- **Compliance | Policies**
- **Get the Most Out of Your Benefits**
- **Community | For the Greater Good**
- **Down on the Farm**
- **Nutrition Corner - Healthy Recipe**
- **Wellness**
- **Professional Development**
- **Communication Links, Announcements & Reminders**

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.

Winter Weather Preparedness



2 - Kevin Walters¹, Safety & Emergency Management Specialist

¹<https://walterke@dickinson.edu>

Winter storms can bring snow, sleet and freezing rain across the entire United States and its territories. Even Hawaii gets snow in its Big Island, and major cities as far south as Atlanta and Dallas have been paralyzed by snow and ice. In the Northeast, cold temperatures, various types of precipitation, and more present unique hazards in which having a plan ahead of time can make a world of difference. Here are a couple tips for handling the winter months ahead:

Outdoors and Traveling:

- Dress in layers, cover skin and limit time outside. Layers of loose-fitting, lightweight clothing will keep you warmer than one bulky sweater.
- Ice and snow, take it slow—slower speed, slower acceleration, slower steering, and slower braking.
- Clear snow and ice off fire hydrants so fire departments can gain access.
- Maintain your vehicle: Check the battery, tire tread, and windshield wipers—keep your windows clear, put no-freeze fluid in the washer reservoir, and check your antifreeze.
- Keep extra supplies in your vehicle such as a flashlight, blanket, jumper cables, shovel, snow brush/ice scraper, and some snacks in case you become stuck while on the road.
- Try to park in areas with little to no snow cover to minimize slips and falls.

Walking on Snow and Ice:

- Wear appropriate footwear with a good tread—avoid plastic or leather soles.
- Be aware that the north sides of buildings are often slicker from the lack of sunlight.
- Remember to take shorter strides to maintain your center of balance on slippery surfaces.

General Reminders:

- Ahead of and during inclement weather, the college receives regular updates from the National Weather Service which it uses to guide its response.
- If the college is delayed or closed, please make every effort to arrive on campus at the designated opening time. For example, if there is a delayed opening until 10 a.m., please arrive at 10 a.m. Our Facilities staff do an incredible job of clearing away snow and ice, but parked cars arriving earlier than requested often hinder these efforts and can create additional slick spots later or leave untreated areas.

- In the event of a delay or closure, the college will make every attempt to communicate with you via all available methods, including Red Alert. All pertinent details will typically be discussed in this messaging.

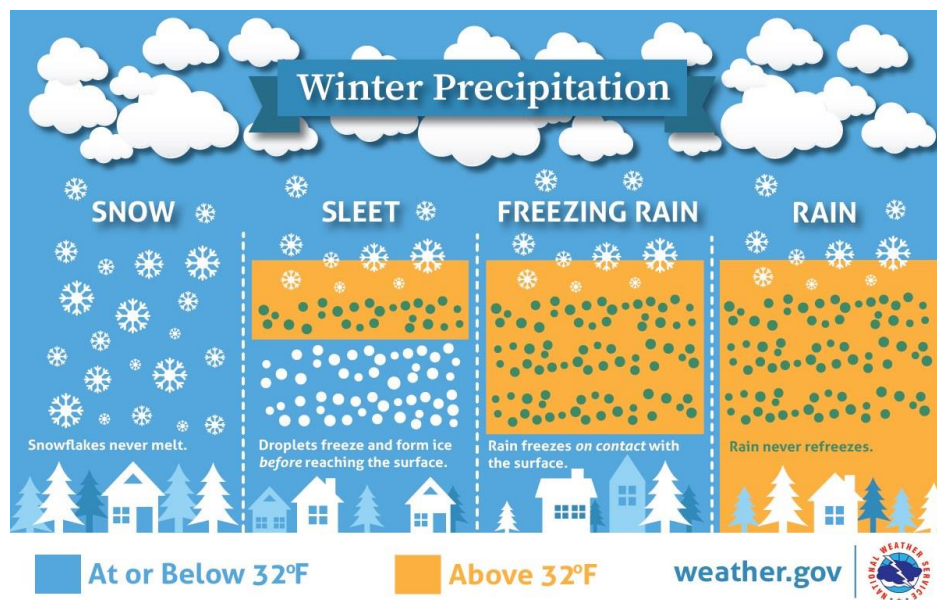
Additional Information Can Be Found At:

www.ready.gov/winter²

www.weather.gov/safety/winter³

www.cdc.gov/disasters/winter⁴

www.usfa.fema.gov/prevention/outreach/heating.html⁵



²<https://www.ready.gov/winter>

³<https://www.weather.gov/safety/winter>

⁴<https://www.cdc.gov/disasters/winter>

⁵<https://www.usfa.fema.gov/prevention/outreach/heating.html>

Employee Highlights



New Hires



November

Adriana D'Agostino, *Center for Global Study & Engagement*

Sandra Heller, *Wellness Center*

Nia Moore, *Facilities Management*

Theodore Nugin, *Wellness Center*

Employee Announcements





Interim President John Jones and his wife Beth Jones invite employees to attend
a

Holiday Social

Thursday, December 16, 2021

2-5 p.m.

Marc & Eva Stern Foundation Center for Global Education

Come and enjoy some light refreshments during this open house style event
and celebrate the holiday season with colleagues.

The event will include a food drive to support Project SHARE, a local food pantry housed on the Dickinson campus. You may bring healthy non-perishable food items or you can shop virtually⁶. Items of special interest include healthy soups, peanut butter, canned chicken and tuna. Project SHARE truly appreciates your commitment to helping drive hunger from Carlisle and our surrounding local communities.

Please RSVP here⁷ by Friday, Dec. 10.

⁶<https://app.etapestry.com/cart/ProjectSHARE/default/index.php>

⁷<https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-1SW1AfhJmlGk-QX18ISTZIURThOSVgzRThFUIAxMkcXR1RYOEtTSFM5MS4u>

2021 Year-End Reminders



Time Sheet Deadlines

- Time sheets for the pay period of 12/05/2021 through 12/18/2021 must be submitted and approved by 9:00 a.m. on Monday, 12/20/2021
- Time sheets for the pay period of 12/19/2021 through 01/01/2022 must be submitted and approved by noon on Monday, 1/03/2022

Please note: Time sheets appear in chronological order in Self Service Banner and the most recent time sheet appears first in the queue. Pay close attention to the pay period dates you are selecting when entering your hours.

Other Year-End Items

As the end to 2021 quickly approaches, please take a moment to review and make any updates to your personal information on file.

- **Review/Update your permanent mailing address** - Employees who have moved during the year and haven't updated their address should complete and submit a new Certificate of Residency⁸ to Human Resource Services.
- **Review/Update Electronic Tax Information** - Dickinson encourages all employees to elect to receive only electronic versions of both Form W-2 and 1095-C through Banner Self Service. If you consented to the electronic W-2/1095-C in a previous year, your consent remains in effect for 2021. Please review your electronic consent for the W2 Tax and Wage Statement and 1095-C form in Self Service Banner and make any updates by 12/31/21.
- **Electronic Tax Form Consent** - Employees who consent to receiving electronic tax form(s) will not receive a paper form(s) and agree to obtain them through Banner Self Service. The consent will remain in effect until withdrawn by the employee through Banner Self Service or upon termination. If an employee does not consent, a paper form(s) will be mailed, no later than January 31, via the US Postal Service to the current address on record.

How to Elect Electronic Tax Statements⁹

Review/Update your federal withholding status - The IRS encourages everyone to use the Tax Withholding Estimator¹⁰ to perform a "paycheck checkup." This will help you make sure you have the right amount of tax withheld from your paycheck.

Employees who wish to update their withholding status should submit a new Form W-4 Employee's Withholding Allowance Certificate¹¹ to HR Services.

Employees who claim "exempt" from federal income tax withholding on the W-4 form during 2021, will need to submit a new *Form W-4 Employee's Withholding Allowance Certificate* by 2/15/2022 to maintain their exempt status for calendar year 2022.

Dining Services Volunteer Sign-Up

⁸https://www.dickinson.edu/download/downloads/id/10622/residency_certification_form_2019.pdf

⁹https://www.dickinson.edu/download/downloads/id/13277/how_to_elect_electronic_tax_statements.pdf

¹⁰<https://www.irs.gov/individuals/tax-withholding-estimator>

¹¹<https://www.irs.gov/pub/irs-pdf/fw4.pdf>



We are seeking volunteers for two- to three-hour shifts in a variety of capacities, including serving food on the line, helping in the dish room and assembling packaged meals and sandwiches. Rest assured that volunteers will be working side by side with our trained Dining Services staff members, and no prior food-service experience is required. Note that volunteers will need to wear safe, comfortable shoes (closed toe and heel, preferably non-slip) and comfortable, non-flowing clothing (long pants are required) with an eye to food spills and heat. Aprons, disposable gloves and hair restraints will be provided, though volunteers can also choose to wear a hat. And face coverings are required.

Sign-up in Totara¹².

Please check-in at the Dining Services Office prior to the beginning of any shift for which you sign-up to volunteer. All hourly paid employees should report hours worked in your primary position and department as usual. The hours worked in Dining Services will be tracked and reported directly to payroll for the current pay period, these hours should not be reported via your regular time entry method.

Fall Into Fitness Challenge | Peaceful & Joyful Snapshots

¹²<https://totara.dickinson.edu/course/view.php?id=398>



Week #12 rounds out the Fall into Fitness Challenge with a fun approach to mental health and wellbeing. Snap a photo of things that bring a smile to your face or inner peace and joy.

Everyone can enjoy the simple things in life, if you take a moment to sniff the hot chocolate and freshly baked cookies...or stare in wonder at the stars in the sky...What is your favorite thing - brown paper packages wrapped up with strings, whiskers on kittens - or simply the warm woolen mittens and snowflakes that fall on your nose and eyelashes?!

Upload your photo by **clicking here**¹³.

Share the name of your snapshot - and remember to add your Dickinson username so we know it's your photo! Have some fun and be creative too - it will bring a smile to all who view...These photos will be share in the Fall Into Fitness Challenge TEAMS folder area - and maybe in an upcoming issue of Vitality after winter break. 💜

If posting to social media - Instagram, Twitter or TEAMS, please let us know. *Tag your snapshot with*

#FallIntoFitnessChallenge2021 #PEACE #SimpleThingsBringJoy @DickinsonHR @hrs_dickinsoncollege @DickinsonCol

If you are unable to upload your photo - send an email to devwell@dickinson.edu¹⁴ and we will be happy to assist!

Dickinson COVID-19 Resource: Fall 2021 webpage¹⁵

¹³https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirN22-y3d6_zGPSHKnZJSpk6QIMxUMUwwSU0yN1NaM1hPNDIONFdNNVY5QUdIRC4u

¹⁴<mailto:devwell@dickinson.edu>

¹⁵https://www.dickinson.edu/homepage/1505/fall_2021_semester_information?utm_source=2021-09-03_covid-update&utm_medium=email&utm_campaign=campus-email&utm_content=2021-09-03_covid-update

For the most up-to-date information, visit this resource webpage!



Did you recently receive your COVID-19 booster? You can upload a copy of your updated vaccination card by logging on to the Gateway and clicking on the COVID-19 Vaccination/Booster Confirmation form¹⁶ link.

¹⁶<https://www.dickinson.edu/xfp/form/376>

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COVID-19 Symptoms include any or all of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees who are symptomatic: (Vaccinated or Unvaccinated)

Any employee showing symptoms should contact their healthcare provider.

**Complete the
Symptoms Tracker
and follow your
call-off procedure.**

COVID-19
TEST IS
Positive

- Quarantine at home
- Human Resource Services will do contact tracing
- Follow instructions given by contact tracing staff

COVID-19
TEST IS
Negative

Follow
instructions
given by
contact tracing
staff

AFTER HOURS:
when Human Resource Services
is **not open**

**Contact your
healthcare provider
and complete the
Symptoms Tracker.**

Local pharmacies, Sadler Health Center
and UPMC Carlisle have off-campus,
local testing facilities.

**If symptoms are severe and it is
an emergency, call 911.**

*You should limit contact with others
and mask as much as possible until you
have an appointment with your healthcare
provider.*

If you are made aware of an exposure to COVID-19 from a person off campus complete the Symptoms Tracker.
If you have any questions, please contact Human Resource Services at (717) 245-1503 or by email at hrservices@dickinson.edu.
If you are not vaccinated, and a close contact, you will be asked to quarantine.

Compliance | Policies



Protecting Our Community Sessions



Friday, December 10 | 1-2:30 p.m. | Social Hall East

Tuesday, December 14 | 9-10:30 a.m. | ATS

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we offer educational programs to assist all employees with recognizing and addressing potential harassing and discriminating behavior. New employees are required to complete three **web-based modules** or attend Protecting Our Community within the first year of employment. Employees are also required to attend Protecting Our Community once every two years (or complete two web-based modules).

Click here¹⁷ **to to register for a LIVE session** in Totara. Select “sign-up” for the session that fits your schedule.

To access the web-based modules, go to Totara and:

1. Click on Dashboard in the upper ribbon
2. Click on Protecting Our Community Certificaiton...
3. The next page will provide links to the required on-line courses to complete the certification.

Summary Annual Reports

The **Summary Annual Reports** for the following are available:

- Consolidated Health and Welfare Plan¹⁸

The above report reflects the financial conditions and transactions for July 1, 2019 to June 30, 2020. You may print and/or view PDF versions of the report. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

- Emeriti - 2020¹⁹
- Tax Deferred Annuity Retirement Plan - 2020²⁰
- Defined Contribution Retirement Plan - 2020²¹

The above reports reflect the financial conditions and transactions for January 1, 2020 to December 31, 2020. You may print and/or view PDF versions of the above reports. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

¹⁷<https://totara.dickinson.edu/course/view.php?id=31>

¹⁸https://www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions/2

¹⁹https://www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions/2

²⁰https://www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions/2

²¹https://www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions/2

Managing your money and making choices for your healthcare are challenges many of us face regularly. Take advantage of making an appointment to meet with our ***Aetna representative, Jean Enders***, to get your questions answered about claims, learning to read an EOB (Explanation of Benefits), or learn more about online resources available to help estimate costs or save money! Register in Totara ²²to select your appointment for a 1:1 consultation. A phone number to contact our Aetna representative will be provided upon enrollment and sign-up for the session.

²²<https://totara.dickinson.edu/course/view.php?id=60>

Health Advocate makes healthcare easier²³!

HealthAdvocateSM

Health Advocate is a service available for all full-time employees. Health Advocate is an independent organization which will provide services to you, your children, your spouse, your parents and your spouse's parents. Click here²⁴ for a quick overview.

Complete information about the service is available at Health Advocate's website²⁵.

All full time employees have access to Health Advocate²⁶, a free service for health advocacy and assistance available to the employee, spouse, dependents, parents and parents-in-law. Click on the link or call 866-695-8622

December 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)²⁷. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

- Tuesday, December 7 at noon - Planning for College? Save with a 529 Plan
- Tuesday, December 7 at 3 p.m. - Gaining Insight: Navigating debt consolidation and understanding the mortgage process

²³https://www.dickinson.edu/download/downloads/id/12897/health_advocate_highlights_overview_2021.pdf

²⁴https://www.dickinson.edu/download/downloads/id/12896/health_advocate_brochure_2021.pdf

²⁵<http://www.healthadvocate.com/>

²⁶<https://healthadvocate.com>

²⁷<https://www.tiaa.org/webinars>

- Wednesday, December 8 at noon - Estate Planning Basics
 - Wednesday, December 8 at 3 p.m. - She's Got It: A woman's guide to saving and investing
 - Thursday, December 9 at noon - Halfway There: A retirement checkpoint
 - Thursday, December 9 at 2 p.m. - Well-rounded Retirement: An overview
 - Thursday, December 9 at 3 p.m. - The Power of Saving
-

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.com²⁸ or call (603) 213-3523.**

Visit [Fidelity.com](https://www.fidelity.com/)²⁹ to view the available investment options with Fidelity, or to explore the financial planning tools available through Fidelity online.

Medicare Help Team

²⁸<mailto:daniel.mccarthy@fmr.com>

²⁹<https://www.fidelity.com/>



Dickinson employees have access to a **Medicare Help Team** at HTA. The team looks forward to talking with you to provide education, guidance and to answer any questions.

HTA offers a Client Toolkit³⁰ with details on services provided to guide you through the Medicare process. There is no cost to use HTA and you do not pay a higher premium if you enroll through them, rather than directly with the insurance company. Click the link to watch this short video on **HTA Medicare Services**³¹ – 4 min.

Scheduling an appointment is easy via phone, email or shown below:

- **Call: 610-430-6650, Option 1**
- **Email: Medicare@HTA-insurance.com**³²
- **Schedule Online**³³

³⁰http://url3874.send.agencybloc.com/ls/click?upn=vAGS6NgdMoyHr87OfPNgYpwYzajhFtgAc-2FcSkMRula8S6fW1r98ZdNkK4VOXCq0BrHp-2BczFXRL-2FQYLrucum9IEwBxWbrsds3U8mYp2MYxqZRlYaNsJ7T-2FXidg023PT3Nkl-2Bv9rfHXEHqv8aFzLTHEbG-2BuEQHyZPi27NJYwwsLVQ1Cm1DVjcFovZoYChfz9yHtJwv4EsVdHCr50G2-2Fpmjw-3D-3D1WUp_qtLTTfIHECvtWDv3qB5kqv-2FH9kNP1-2F1ihcocCu6YAKVqhWk-2Bh2A-2F-2F-2Blry-2FpN4QpX95sVy0AZFUW-2Bucwbt0WS-2F7v6-2FODEOaMi8sbk2KrDoncyPrGarHqPxHVQC4guX5FPZpjVt3iobrSjXQgd5ml46ciZt57tkfpr0fC08TDCulrdIPkKjgKqf6EoECHCdpW7DML2Plv-2B6gvBwDQ8sBqWk00XLFpKQ282HF1T-2F-2Ff6ThCgrty5DjGv9Bqx3oCmKCsU0cMQP7wwB1FNBEengszABs-2BmN-2F0bzrekAgcb8hHCh4-3D

³¹http://url3874.send.agencybloc.com/ls/click?upn=vAGS6NgdMoyHr87OfPNgYpwYzajhFtgAc-2FcSkMRula-2BwiawjqIBpke9eLW15ECV0-2FjKb-2FUCXokEScEtGZnYsGGeidCv-2Fs2EHipf9EMEVhTWev4fwU63leQ2JrJX5tdT0DUYzGBDuHYKrwX-2B4y7dlpzdFHeafDCIJKL-2FpKqajJNtQKy8n-2FVTi5qgbvkDhD6HVPwNvy_qtLTTfIHECvtWDv3qB5kqv-2FH9kNP1-2F1ihcocCu6YAKVqhWk-2Bh2A-2F-2F-2Blry-2FpN4QpX95sVy0AZFUW-2Bucwbt0WS-2F7v6-2FODEOaMi8sbk2KrDoncyPrGarHqPxHVQC4guX5FPZpjVt3iobrSjXQgd5ml46UFnmRM-2FqQ01YIRhXfJoFDhKZp-2BRK7IGvwUKAS02MuXcgpRjnBWRUqEkKNP0H82oLBXktTXvrsqoPPN4D15ZkM5s5XIX2U8SHH-2BJhAKw67ni0IH4KaXcR441cCnl4Oukl6MWu9Oie48Exg0y78FKIRk-3D

³²<mailto:Medicare@HTA-insurance.com>

³³http://url3874.send.agencybloc.com/ls/click?upn=vAGS6NgdMoyHr87OfPNgYpwYzajhFtgAc-2FcSkMRula-2BwiawjqIBpke9eLW15ECV0-2FjKb-2FUCXokEScEtGZnYsGDLukaTif5PxtPo8C7FLZimf73xCigKK3EBITfIrS76mZ0DvUTykj0OYEPH4QONMBAktIPrwqADKQLZ-2FWIQUlu5cmYfcJ3No69EnbQL6tEf5_977_qtLTTfIHECvtWDv3qB5kqv-2FH9kNP1-2F1ihcocCu6YAKVqhWk-2Bh2A-

Community | For the Greater Good



Dickinson's United Way Pacesetter Campaign

[2F-2F-2Blry-2FpN4QpX95sVy0AZFUW-2Bucwbt0WS-2F7v6-2FODEOaMi8sbk2KrDoncyPrGarHqPxHVQC4guX5FPZpjVt3iobrSjXQgd5ml46V97FpMzcOnav1lI3UmZJFA1s1QixL-2BhxZBRqadqcgJetb4NNWtNfqEB0fVatNVbn1SwDK-2F5-2Fjpjffv8mv5IReHgnz3Or-2BFVXqTfu609sb8lVtaFibiPgGog4dDOTZ8AM5cfIVAWYQloLRLjV-2Bg8-2BAk-3D](#)



In 2020, Dickinson's United Way Campaign raised \$39,724 in support of the United Way of Carlisle & Cumberland County. The funding, which the college helps to provide each year, enabled the nonprofit and its partner agencies to provide vital health care, employment, educational and other assistance programs for the local community.

It's not too late! Employees who want to join in can still make a gift by completing an online pledge form³⁴ or by making a gift at <https://uwcarlisle.org/donate/> and indicating "Dickinson College" in the employer field.

Because of the generosity of several local companies, 100% of all undesignated contributions and all contributions designated specifically to any of the United Way's partner agencies directly benefit these agencies and their programs.

Pennie Open Enrollment



Shop and purchase quality health insurance plans at pennie.com now through **Open Enrollment which runs from November 1, 2021 through January 15, 2022.**

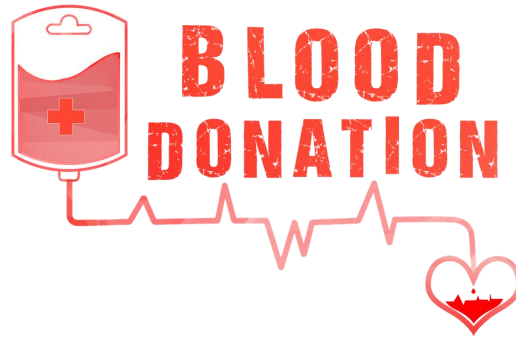
Pennie is available to all Pennsylvanians and aims to improve the accessibility and affordability of individual market health coverage.

Pennie is the **ONLY** place that can connect Pennsylvanians to financial assistance to lower monthly payments and/or out-of-pocket expenses. Nearly 9 out of 10 Pennie customers currently qualify for financial assistance.

Pennie provides free customer assistance and is there to help every step of the way. For more information on Pennie's coverage options for 2022, please visit pennie.com³⁵.

³⁴https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirN22-2V2j_6JxkRPj-v8zisWoOJUNldIVE1IV0k5RVUwRVFFtjIJVEdERzgZQS4u

Community Blood Drives



Central Pennsylvania Blood Bank

Click on the link below to see a listing of area blood drives during the month of December:

- **Cumberland County Blood Drives³⁶**
- **Dauphin County Blood Drives³⁷**
- **Perry County Blood Drives³⁸**
- **Calvary Bible Church Blood Drives³⁹**

³⁵<https://pennie.com>

³⁶https://www.dickinson.edu/download/downloads/id/12731/central_pennsylvania_blood_bank_cumberland_county_blood_drives.pdf

³⁷https://www.dickinson.edu/download/downloads/id/12738/central_pennsylvania_blood_bank_dauphin_county_blood_drives.pdf

³⁸https://www.dickinson.edu/download/downloads/id/12734/central_pennsylvania_blood_bank_perry_county_blood_drives.pdf

³⁹https://www.dickinson.edu/download/downloads/id/13364/central_pennsylvania_blood_bank_calvary_bible_church.pdf

Down on the Farm



Holiday Gift Boxes

Give a Gift from the Land from the Dickinson College Farm

While supplies last, the College Farm is selling Holiday 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. Orders can be picked up or shipped. *The last day to place an order to ship is Sunday, December 12. The last day to place a pick up order is Thursday, December 16.*

Our gift boxes feature our popular favorites ~ Kosher Dill Pickles, Pickled Red Beets, Salsa, Pizza sauce, Marinara sauce, Strawberry Jam and Melon Marmalade. Gift boxes can be enhanced by adding our soap, wool yarn, grass-fed Beef Jerky, and **NEW this year** are boxed note cards depicting Dickinson farm scenes.

A variety of gift box combinations are available that promise to satisfy your appetite for seasonal goodness in a jar. They 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. Please visit our website: Holiday Gift Boxes 2021⁴⁰.

⁴⁰<http://dcorganicfarm.square.site/>

Nutrition Corner - Healthy Recipe



December 4 is National Cookie Day!

Did you know that "cookie" originates from the Dutch word *koekie*, which means "little cake." Celebrate National Cookie Day with a no-sugar added chocolate nut cookie in a mug. It's just the right portion to satisfy your sweet-tooth and chocolate craving!



Chocolate Nut Cookie in a Mug

This is quick and easy recipe is a perfect treat for one!

Ingredients and Directions:

- 1 tablespoon trans-fat-free tub margarine
 - 10 drops chocolate-flavored liquid stevia sweetener
 - 1 tablespoon unsweetened cocoa powder
 - 1 tablespoon all-purpose flour
 - 1 tablespoon egg white
 - 1 tablespoon chopped walnuts OR 1 tablespoon chopped pecans
1. Put the margarine in a small microwaveable mug, ramekin, or custard cup. Microwave on 100 percent power (high) for 10 seconds, or just until the margarine is melted. Stir in the liquid stevia sweetener and the cocoa powder. Gradually stir in the flour until well blended. Stir in the egg white and nuts until well blended.
 2. Microwave on 100 percent power (high) for 45 seconds, or until a wooden toothpick inserted in the center comes out clean.
 3. Let cool for 5 minutes.

Nutrition Facts

Calories: 134

Total Fat: 9.0 g

Saturated Fat: 1.5 g

Trans Fat: 0.0 g

Polyunsaturated Fat: 3.0 g

Monounsaturated Fat: 3.5 g

Cholesterol: 0 mg

Sodium: 135 mg

Total Carbohydrate: 10 g

Dietary Fiber: 1 g

Sugars: 0 g

Added Sugars: 0 g

Protein: 4 g

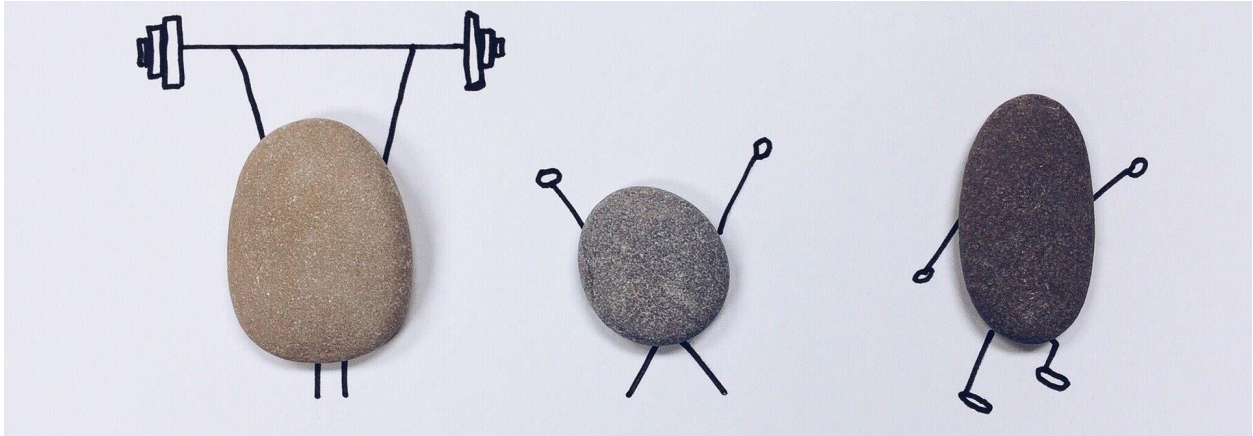
Dietary Exchanges

1 1/2 other carbohydrates, 2 fats

Sources:

- <https://nationaldaycalendar.com/national-cookie-day-december-4/>
- <https://recipes.heart.org/en/recipes/chocolate-nut-cookie-in-a-mug>

Wellness



Health Coaching: Eustress for Success



Tuesday, December 14 | Noon-1 p.m. | TEAMS meeting

What is "eustress" and how does this impact us in a positive way? There are many kinds of stressors in our lives - many are detrimental to our wellbeing, but some are actually helpful! Participate in this roundtable discussion to learn more.

Enroll and sign-up for this Health Coaching roundtable in Totara⁴¹.

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



Pilates - Hosted by Student Leadership and Campus Engagement

Mondays | 4:30 - 5:30 p.m.

Tuesdays | noon - 1 p.m.

Wednesdays | 4:30 - 5:30 p.m.

HUB Dance Studio with instructor Jenni Moore

Pilates is a non-impact, full-body workout. These classes will improve flexibility, build strength, and develop control and endurance in the entire body. The practice puts emphasis on alignment, breathing, developing a strong core, and improving coordination and balance. This style of Pilates is a blend of resistance training and floor-barre work to challenge and condition the body, all while being down on a mat. This class is appropriate for all fitness levels. Sign-up is available through EngageD⁴². Registration for each class is required.

⁴²<https://dickinson.campuslabs.com/engage/events?query=Pilates>



SitFit Fall Semester Sessions

Wednesdays, through December 15 | noon - 12:30 p.m. | Zoom Fitness Activity

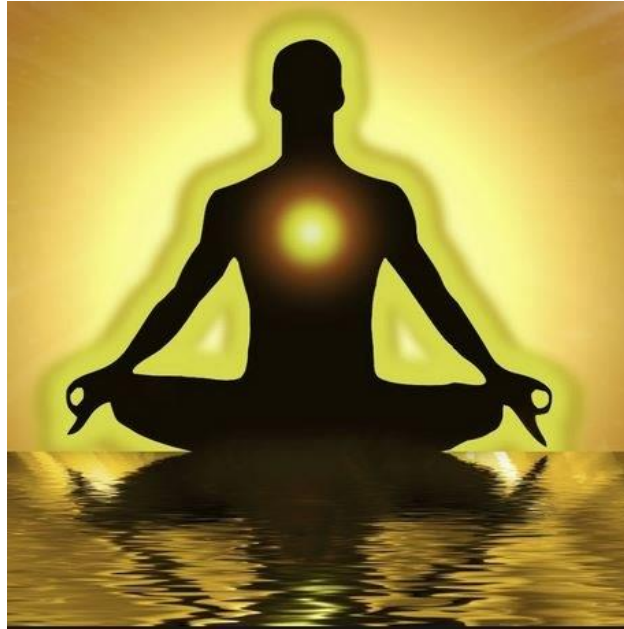
Instructor: Jenni Moore

SitFit⁴³ is an integrative approach to fitness that uses a chair for cardio, strength, and flexibility training. The chair provides great support while sitting and stability for standing, making this class appropriate for all fitness levels, especially those who have limited mobility, certain health concerns, or are just easing into fitness.

Enroll and sign-up for this physical wellbeing session in Totara⁴⁴. A Zoom link will be provided upon signing up.

⁴³<https://totara.dickinson.edu/mod/facetoface/view.php?id=16>

⁴⁴<https://totara.dickinson.edu/course/view.php?id=3>



Deep Breathing, Relaxation, and Mindfulness Workshop

Wednesdays, through December 8

Allison Hall Community Room | 4:30 - 5:15 p.m.

with Dr. Megan Nesbitt

Feeling anxious in these unpredictable times and struggling to practice focus and calm? Has it been difficult to interrupt worrying and be present? This group will meet weekly to engage in body-mind techniques for calming anxiety. Each meeting will begin with deep breathing and then focus on a relaxation exercise, a guided visualization, or a therapeutic mindfulness technique. Beginners welcome. No need to attend every week, drop-ins welcome. Students, staff, faculty, all members of the Dickinson community welcome.

Meetings will be in person, as health protocols permit, but there is also an option to join virtually. Enroll and sign-up in Totara⁴⁵.

Join Zoom Meeting:

<https://us04web.zoom.us/j/72095146417?pwd=N3RQYkFRMW81QVpVUGMvNzBSWEEd3UT09>

⁴⁵<https://totara.dickinson.edu/course/view.php?id=307>

Meeting ID: 720 9514 6417

Passcode: OxtAsp



Crochet Your Way

Monday, December 13 | 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. Learn how to get started in this medium by joining this noon-hour session presented by Miriam McMechen via TEAMS! Sign-up⁴⁶ to access the TEAMS meeting link!

Want to connect more outside of these virtual/live sessions? Join the DIG-IT group - Creative Fibers in TEAMS⁴⁷!

⁴⁶<https://totara.dickinson.edu/course/view.php?id=380>

⁴⁷<https://teams.microsoft.com/l/team/19%3aee71041c38a14963ae9683c1f7317bb0%40thread.skype/conversations?groupId=aa7372fa-7d7d-4e24-9a67-a18332a5fa4e&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>



Wednesday, February 16 | noon - 1 p.m. | HUB Social Hall, West

Presented by UPMC Carlisle

Ever feel trapped by the never-ending cycle of craving something sweet, snacking at odd moments, gaining weight and not feeling like you have eaten enough? Gaining weight uncontrollably and feeling hungry, along with excessive thirst could be signs of a more significant health issue than simple cravings of a sweet tooth.

Metabolic syndrome can be a sneaky trickster that leads to the development of diabetes, cardiovascular disease and obesity that insidiously comes upon you and is difficult to combat. Attend this live session to learn more about avoiding the trap of Metabolic Syndrome and tips to turn this vicious monster around!

Enroll and sign up for this **LIVE** Wellness Info session in Totara⁴⁸.

⁴⁸<https://totara.dickinson.edu/course/view.php?id=64>

Professional Development



Fostering Inclusivity:



Inclusivity Online Courses Available to Dickinson Employees in Totara

Click on the course links below or, in Totara, click on “Find Learning” and then “Inclusivity” under tags.

Cultural Competency⁴⁹: *Learn positive techniques to generate awareness*

Diversity for Leaders – Leadership of a Diverse Group⁵⁰: *Encourage an inclusive work environment*

⁴⁹<https://totara.dickinson.edu/mod/scorm/view.php?id=620>

⁵⁰<https://totara.dickinson.edu/mod/scorm/view.php?id=633>

Open Mind, Open World – Improving Intercultural Interactions⁵¹: *Understanding Cultural values*

Unconscious Bias

01. What is Unconscious Bias⁵²: *How are biases formed? What can they look like?*

02. Types of Unconscious Bias⁵³: *Types of unconscious bias and how they occur*

03. Overcoming Unconscious Bias⁵⁴: *Take steps to recognize and overcome biases*

Working Well with Everyone

- **What is Diversity⁵⁵:** *Why is diversity necessary and beneficial in the workplace?*
- **The Diversity Continuum⁵⁶:** *Gauge your progress towards a more inclusive workplace*
- **Diversity = Greatness⁵⁷:** *Tangible advantages that diversity in the workplace can bring*
- **The Mistake of Stereotyping⁵⁸:** *Stereotyping and the consequences*
- **The Power of Inclusion⁵⁹:** *Discover the many different benefits that can be enjoyed in the workplace when you foster an inclusive culture for your employees.*

If you have questions, please contact Human Resources Services at ext. 1503 or email devwell@dickinson.edu⁶⁰.

Community Reading Registration is Open

⁵¹<https://totara.dickinson.edu/mod/scorm/view.php?id=631>

⁵²<https://totara.dickinson.edu/course/view.php?id=243>

⁵³<https://totara.dickinson.edu/course/view.php?id=244>

⁵⁴<https://totara.dickinson.edu/course/view.php?id=242>

⁵⁵<https://totara.dickinson.edu/course/view.php?id=240>

⁵⁶<https://totara.dickinson.edu/course/view.php?id=237>

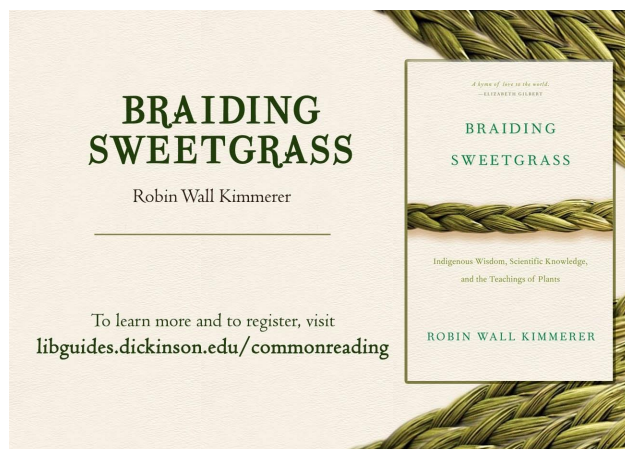
⁵⁷<https://totara.dickinson.edu/course/view.php?id=241>

⁵⁸<https://totara.dickinson.edu/course/view.php?id=239>

⁵⁹<https://totara.dickinson.edu/course/view.php?id=238>

⁶⁰<mailto:devwell@dickinson.edu>

Braiding Sweetgrass



Monday, January 24 | 4:30-6:30 p.m. | Waidner-Spahr Library

Students, faculty, and staff are invited to participate in a discussion of the Spring 2022 Common Reading Selection, *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants* by Robin Wall Kimmerer.

A copy of *Braiding Sweetgrass* will be provided, while supplies last, to those who register for this event. The books will be delivered prior to the end of the fall semester so that participants can read the book over the winter break. An ebook version of *Braiding Sweetgrass*⁶¹ is also available from the Waidner-Spahr Library.

To learn more and register, visit: <https://libguides.dickinson.edu/commonreading/>

About *Braiding Sweetgrass*: This beautifully written book blends modern science and native cultural practices. Drawing on her life as an indigenous scientist, a mother, and a woman, Kimmerer shows how other living beings offer us gifts and lessons, even if we've forgotten how to hear their voices. The book is highly relevant to the Dickinson community with the recent approval of our official land acknowledgment, confirmation of Dickinson's connection to the Carlisle Industrial Indian School (which is mentioned in the book), and our focus on sustainability. In fact, Kimmerer helps to demonstrate why our commitment to sustainability is so vitally important. Kimmerer's book is a *New York Times*, *Washington Post*, and *Los Angeles Times* bestseller, in addition to other awards and accolades.

⁶¹https://dickinson.primo.exlibrisgroup.com/permalink/01DICKINSON_INST/1d86qtd/cdi_proquest_ebookcentral_EBC1212658

Hum If You Don't Know the Words by Bianca Marais

Wednesday, February 23 | noon-1 p.m. | TEAMS Online Book Discussion

Life under Apartheid has created a secure future for Robin Conrad, a ten-year-old white girl living with her parents in 1970s Johannesburg. In the same nation but worlds apart, Beauty Mbali, a Xhosa woman in a rural village in the Bantu homeland of the Transkei, struggles to raise her children alone after her husband's death. Both lives have been built upon the division of race, and their meeting should never have occurred...until the Soweto Uprising, in which a protest by black students ignites racial conflict, alters the fault lines on which their society is built, and shatters their worlds when Robin's parents are left dead and Beauty's daughter goes missing.

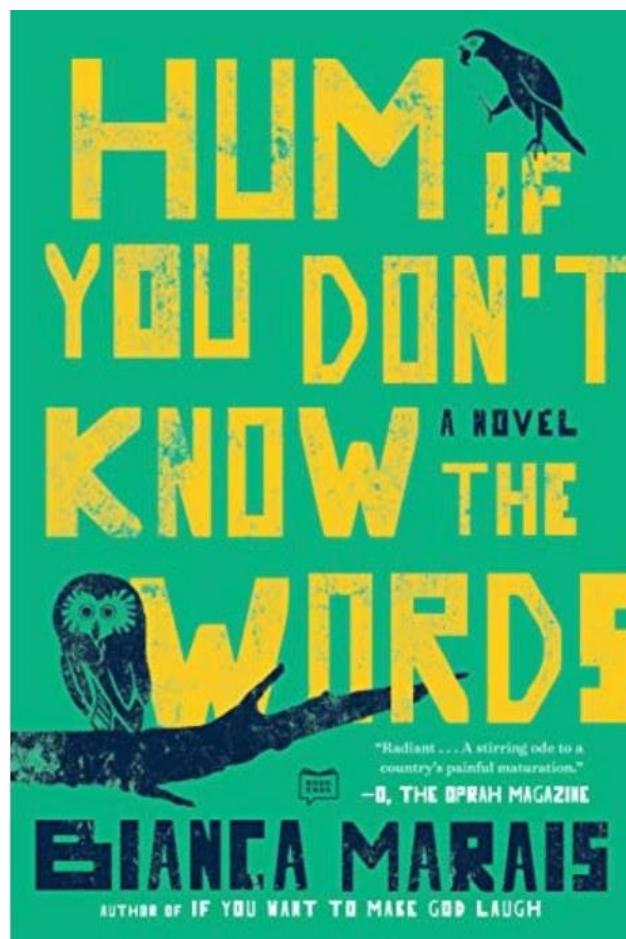
After Robin is sent to live with her loving but irresponsible aunt, Beauty is hired to care for Robin while continuing the search for her daughter. In Beauty, Robin finds the security and family that she craves, and the two forge an inextricable bond through their deep personal losses. But Robin knows that if Beauty finds her daughter, Robin could lose her new caretaker forever, so she makes a desperate decision with devastating consequences. Her quest to make amends and find redemption is a journey of self-discovery in which she learns the harsh truths of the society that once promised her protection.

Told through Beauty and Robin's alternating perspectives, the interwoven narratives create a rich and complex tapestry of the emotions and tensions at the heart of Apartheid-era South Africa. Hum If You Don't Know the Words is a beautifully rendered look at loss, racism, and the creation of family.

Enroll and sign-up⁶² for this discussion through Totara. A Microsoft Teams link will be provided in the calendar invitation upon signing up.

The first 15 to register will receive a complimentary copy of the book. Any additional participants in the discussion will need to purchase or acquire their own book (in any form). The book can be found in libraries or purchased from a variety of vendors (i.e. Amazon, Barnes & Noble, etc.)

⁶²<https://totara.dickinson.edu/course/view.php?id=43>



HUM IF YOU DON'T KNOW THE WORDS

A NOVEL

"Radiant ... A stirring ode to a
country's painful maturation."
—O, THE OPRAH MAGAZINE

BOOK
BIANCA MARAIS

AUTHOR OF IF YOU WANT TO MAKE GOD LAUGH

Contact Us



Physical Wellness Program Incentive Prize Winners

Congratulations to Meta Bowman (*Center for Civic Learning & Action*) **for being randomly selected as the incentive winner for the month of November.** The Physical Wellness incentive prize winner for each month is randomly selected based on their fitness program participation. 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.edu⁶³ 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

⁶³<mailto:devwell@dickinson.edu>

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 Gateway⁶⁴ 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 policy⁶⁵ 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 Guide⁶⁶

Dickinson Download⁶⁷

Dickinson/Biking⁶⁸

Dickinson/College Farm⁶⁹

⁶⁴<https://gateway.dickinson.edu/>

⁶⁵http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

⁶⁶[http://www.dickinson.edu/info/20043/about/1562/dickinson "how to" guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_how_to_guide)

⁶⁷http://www.dickinson.edu/info/20198/technology_services/3261/the_dickinson_download

⁶⁸<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

Dickinson/Sustainability⁷⁰

Trout Gallery⁷¹

Theatre & Dance⁷²

Campus Announcements⁷³

Campus Events Calendar⁷⁴



6 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu⁷⁵

Human Resource Services Website⁷⁶

⁶⁹<http://www.dickinson.edu/collegefarm>

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

⁷¹<http://www.troutgallery.org/>

⁷²<https://www.dickinson.edu/theatreanddance>

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

⁷⁴<http://www.dickinson.edu/events>

⁷⁵<mailto:devwell@dickinson.edu>

⁷⁶https://www.dickinson.edu/homepage/122/human_resource_services