



Vitality | Winter 2022-2023

Dickinson

HUMAN RESOURCE SERVICES

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Winter Weather Preparedness



From the Office of Compliance, Enterprise Risk Management and Environmental Health and Safety

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

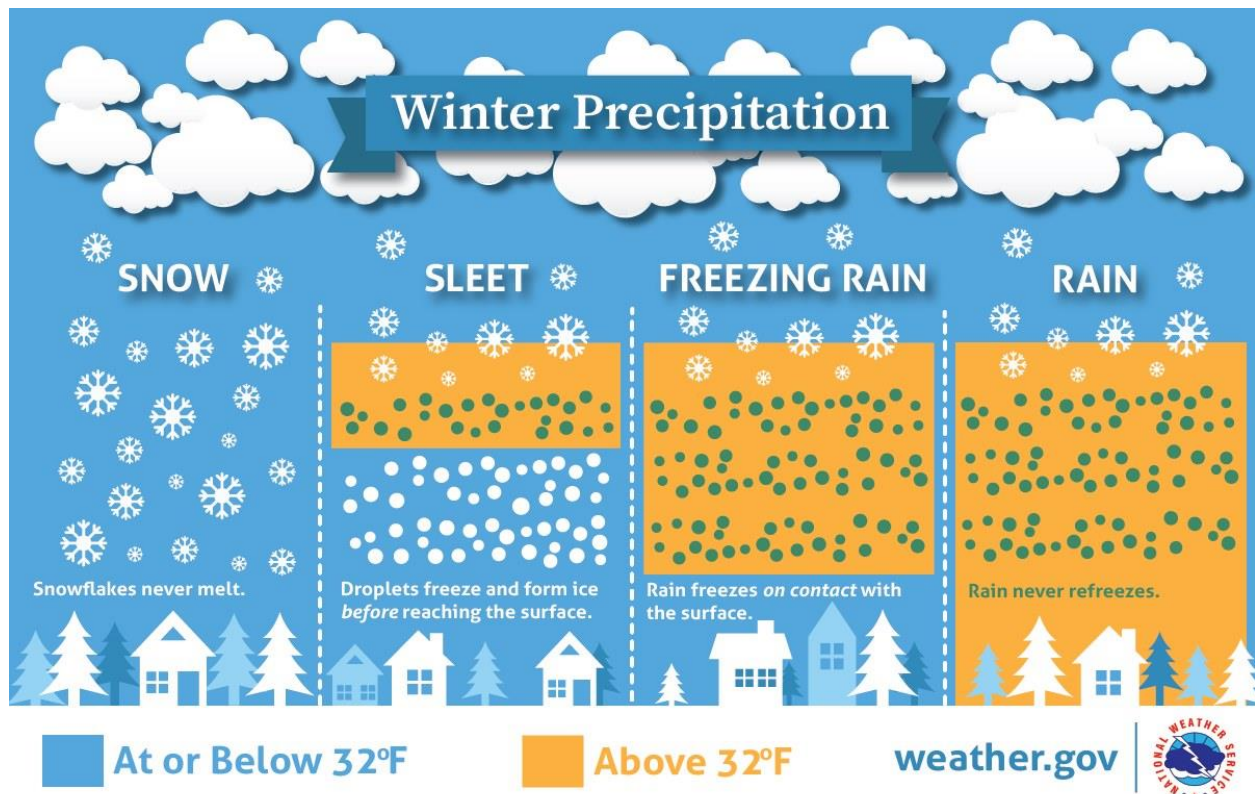
- Wear appropriate footwear with a good tread—avoid plastic or leather soles.
- Be aware that the north sides of buildings are often slicker from the lack of sunlight.
- Remember to take shorter strides to maintain your center of balance on slippery surfaces.

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/winter¹
- www.weather.gov/safety/winter²
- www.cdc.gov/disasters/winter³
- www.usfa.fema.gov/prevention/outreach/heating.html⁴



¹<http://www.ready.gov/winter>

²<http://www.weather.gov/safety/winter>

³<http://www.cdc.gov/disasters/winter>

⁴<http://www.usfa.fema.gov/prevention/outreach/heating.html>

Fall Into Fitness Challenge



The Fall Into Fitness Challenge⁵ is a 6-week campus-wide program designed to inspire wellbeing and healthy behaviors in all who participate! Join this fun challenge to connect with peers, friends and family while you engage in the activities and programs offered. *The fall 2022 challenge began on Monday, October 31 and continues through Sunday, December 11.*

Week #1 Focus on Fun | Fitness with Family & Friends!



Special KUDOS for Week 1⁶ go out to the **Naughty Fine Nine** and **Scrambled Legs and 'Achin** for completing the Campus Inclusivity Scavenger Hunt activity as a TEAM!

Week #2: Focus on Nutrition | Nourish Your Mind, Body & Soul

⁵<https://forms.office.com/r/RtXUvaUjTH>

⁶<https://totara.dickinson.edu/course/view.php?id=399§ion=1>



World Kindness Day is celebrated each year on November 13. We can celebrate kindness any day and every day! Students and staff shared their sentiments of kindness, gratitude, and appreciation with the campus community at the HUB Kindness Table event on Wednesday, November 9.

Showing kindness to others is wonderful, but don't forget to be kind to yourself! Reflect on self-appreciation by jotting down things you like about yourself. ***Take care of you!***

Week #3: Focus on Water | For a Healthier Mind & Body



It's never to late to hydrate! Tired of just plain water? Click here⁷ for a cool and fruity twist on it! Consider mixing up several fruits for a refreshing drink! Citrus fruit and berries are a great combo to try if you want something different and new. For a more flavorful beverage, add multiple fruits. You can squeeze the juice out to color the water or just put whole slices and berries in.

Week #4: Focus on Family Health History

⁷<https://totara.dickinson.edu/mod/url/view.php?id=1513>



An impromptu tour guide led an adventurous ArborWalk on a beautiful fall day. Mary Moll, *Africana Studies*, Carol Shaffer (inexperienced tree guide), *Human Resource Services*, and Sheri Davis-Cordell, *Educational Studies*; are standing in front of the majestic American Sycamore in front of Bosler Hall.

According to the ArborWalk self-tour map⁸: American Sycamore is a native tree. Its height ranges from 75 to 90 feet tall. The lower part of the trunk is gray to green-brown and the exfoliating upper trunks reveal white to creamy-white patches. The American Sycamore is often used for butcher blocks because of the coarse and twisted grain.

Week #5: Focus on Sleep

⁸https://www.dickinson.edu/download/downloads/id/1237/arbor_walk_map



Rejuvenate, Heal, Dream...strive to sleep 7-8 hours each night to be at your best!

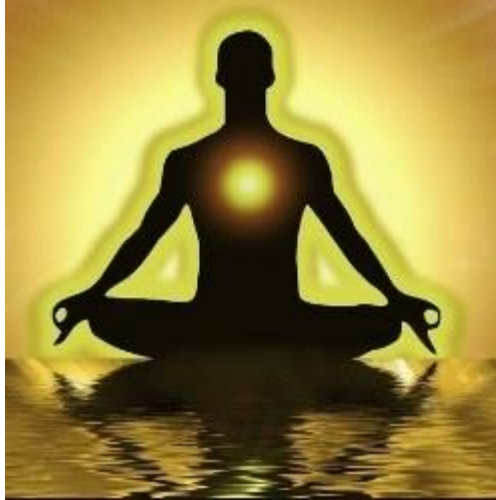
Sleep Challenge: Improve your sleep by taking a technology break after 7 p.m. Turn off your electronic devices and wind down to the sounds of nature.

- Fall Asleep Fast | Deep Sleep Relaxing Music⁹ - Sleep evades even the best of us at times, when daytime stress invades our minds at the hour we are trying to rest and sleep...White Noise or music (YouTube, Alexa or otherwise) is a great resource for sleep music and sounds to help you relax and fall asleep. Check out this video link to sample some soothing sleep music. Click this link to try out this resource for rest!
- Sleep is YOUR SuperPower!¹⁰ - View this TED talk by Matt Walker to learn how and why SLEEP is your SuperPower!!! (Viewing time is approximately 20 minutes.) *Sleep is your life-support system and Mother Nature's best effort yet at immortality, says sleep scientist Matt Walker. In this deep dive into the science of slumber, Walker shares the wonderfully good things that happen when you get sleep -- and the alarmingly bad things that happen when you don't, for both your brain and body. Learn more about sleep's impact on your learning, memory, immune system and even your genetic code -- as well as some helpful tips for getting some shut-eye.*

Week #6: Focus on Holistic Health for your MIND & BODY

⁹<https://totara.dickinson.edu/mod/url/view.php?id=2273>

¹⁰<https://totara.dickinson.edu/mod/url/view.php?id=1585>



CHALLENGE: Quiet your mind, claim your peace – set aside 15 minutes (or more) each day this week to meditate and focus and be CALM! Try the CALM app

Spice up your week with a bit of variety in your exercise activities! Small changes or different activities help you body to stay in tune - even if you simply change the rate that you walk to vary your pace this is helpful.

Consider an impromptu game of bowling or tag with your kids - anything to motivate and inspire not only yourself but other family members is a great way to better engage in your own wellbeing.

Thursday, December 15 | noon-1 p.m. | Health Coaching Roundtable: Eustress for Success¹¹ - 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. Click the above link to register and participate in this online discussion on December 15.

- CALM | Meditate, Relax and MORE!¹² - Looking for ways to improve health, reduce stress and anxiety, sleep better and be happy? Try the 30-day CALM Challenge to learn how to improve your sleep quality, reduce your stress and anxiety, improve your focus

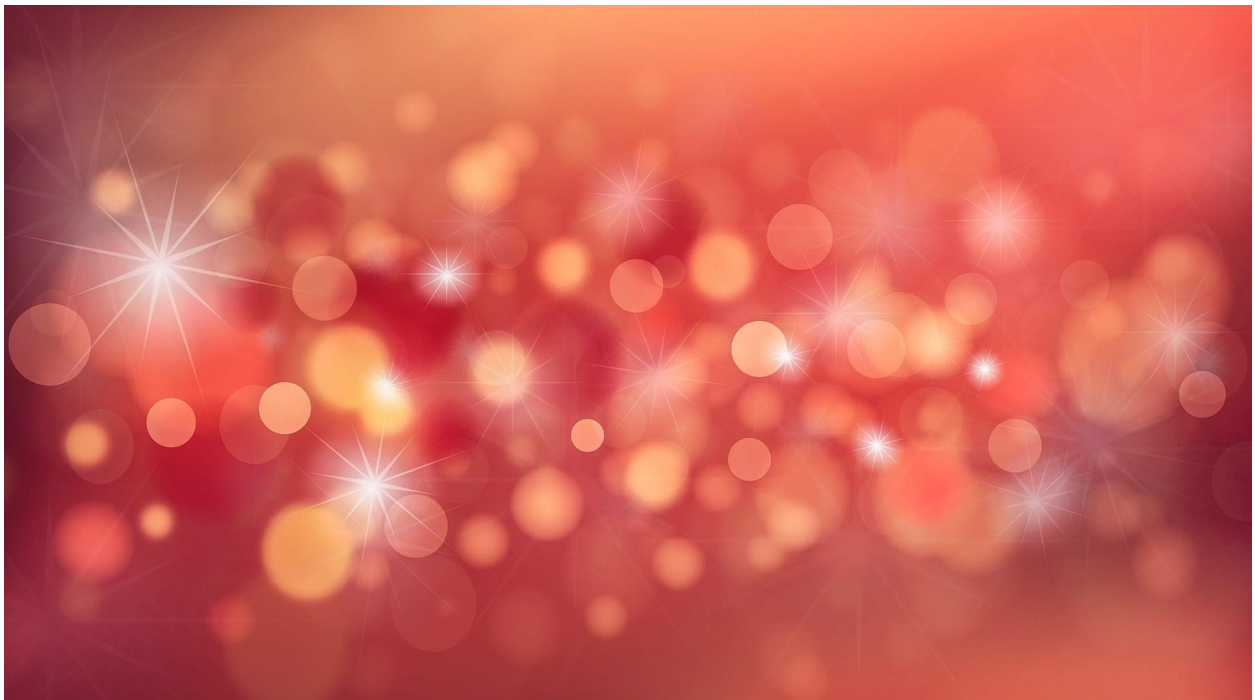
¹¹<https://totara.dickinson.edu/mod/url/view.php?id=2270>

¹²<https://totara.dickinson.edu/mod/url/view.php?id=1655>

and work on self-improvement generally. This free app is a great resource for wellbeing. *There is a premium version with a fee, but the basic app itself is free. The YouTube link provided is a good way to test this out if you are curious about CALM and want to try it before downloading the app.*

- Step-Up Challenge!¹³ - For a bit of variety this week or any other week - try this "step" challenge that takes you through a variety of buildings across campus and incorporates the stairs as part of the fun! *This activity should take approximately 30-45 minutes to complete and includes about 3600 steps depending on your stride!*
- Health Coaching 101 | Finding Your Wellbeing Sweetspot!¹⁴ - Looking for a little guidance and inspiration? Check-out this Health Coaching 101 slideshow that was offered as a live/virtual session in spring 2021.
- The Happy Secret to Better Work | TED Talk by Shawn Achor¹⁵ - For a dose of positivity - and learning about happiness from a scientific, psychological perspective - and with LOTS of laughter...Click this link to view inspiring TED Talk about the SCIENCE of Happiness! You will be so HAPPY that you did!!!

New Year, Better Habits - *HealthAdvocate*



¹³<https://totara.dickinson.edu/mod/resource/view.php?id=1666>

¹⁴<https://totara.dickinson.edu/mod/resource/view.php?id=1665>

¹⁵<https://totara.dickinson.edu/mod/url/view.php?id=1698>

After completing the Fall Into Fitness Challenge, we hope you will continue your wellness journey into the New Year. Read this helpful tip page from HealthAdvocate.

HealthAdvocate is a service available for all full-time employees. HealthAdvocate is an independent organization which will provide services to you, your children, your spouse, your parents and your spouse's parents. Click here¹⁶ for a quick overview.

Complete information about the service is available at HealthAdvocate's website¹⁷.

All full time employees have access to HealthAdvocate¹⁸, 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

¹⁶https://www.dickinson.edu/download/downloads/id/12896/health_advocate_brochure_2021.pdf

¹⁷<http://www.healthadvocate.com/>

¹⁸<https://healthadvocate.com>



There is no better time than the start of a new year to make resolutions to reset any unhealthy habits or set health goals. If you made resolutions in the past, but have trouble sticking with them, you may reconsider whether you're trying to bite off a little more than you can chew. **Rather than setting one big goal, it can be more manageable to adopt smaller healthy habits.** Here are some simple habits you can integrate, without having to set a resolution.

Be proactive about your health. For example, schedule your yearly checkup with your doctor, schedule teeth cleanings and plan your annual eye exam. These three simple measures are integral to preventive care.

Reset your priorities. Say "no" to non-essential tasks to free up time for relaxing activities, like reading, catching up with friends and spending time on your hobbies.

Drink one more glass of water each day. Better yet, swap your daily sugary beverage habit out for an extra glass of water.

Get up and move! It benefits both your physical and mental health. If you're feeling drained, down and stuck, exercise could be the boost you need.



Stick to sleep schedule. Go to sleep and wake up at the same time every day to help normalize your circadian rhythms.

Fuel your body smartly. Choose wholesome foods when you can such as fruits and vegetables, lean proteins, and whole grains.

Make half your plate at each meal fruits or vegetables—you'll quickly and easily boost your nutrient intake.

Stay positive. Don't let life's setbacks keep you from being happy. Use them as learning experiences to empower you!

Practice gratitude. Boost your mood by spending a few minutes each week reflecting on all of the things you're grateful for.

Take 10 to tidy up. Spending 10 minutes each day cleaning up an area of your home or workspace can help you feel more organized.



We're here to help. Health Advocate can get you to the right support and resources to help you improve your health and well-being.



We're not an insurance company. Health Advocate is not a direct healthcare provider, and is not affiliated with any insurance company or third party provider. ©2022 Health Advocate HA-M-2206008-21FLY

HealthAdvocate™

Employee Highlights



New Hires



November

Emily Beck, *Facilities Management*

Andrea Britton, *Individual Giving*

Megan Carraher, *Music*

Corby Sloan, *Public Safety*

Employee Announcements



President John Jones and his wife Beth Jones invite employees and retirees to attend:

Holiday Social

Thursday, December 15 | 3:30 - 5:30 p.m.

Marc & Eva Stern Foundation Center for Global Education

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

In the spirit of the season, there will be an opportunity to support Project SHARE¹⁹, a local food pantry housed on the Dickinson campus, by bringing healthy non-perishable food items or shopping virtually²⁰ and/or contributing to Dickinson's United Way Pacesetter Campaign either through the online pledge form²¹ or the UW's website²².

Please RSVP here²³ by Friday, Dec. 9.

2022 Year-End Reminders



Timesheet Deadlines

- Time sheets for the pay period of 12/04/2022 through 12/17/2022 must be submitted and approved by 9:00 a.m. on Monday, 12/19/2022

¹⁹<https://projectsharepa.org/>

²⁰<https://app.etapestry.com/cart/ProjectSHARE/default/index.php>

²¹https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-2V2j_6JxkRPj-v8zisWoOJUNldIVE1IV0k5RVUwRVFFtjIJVEdERzgZQS4u&sid=424f6a93-adce-4a83-b07a-1643c47e3bb7

²²<https://uwcarlisle.org/donate/>

²³<https://forms.office.com/r/c92aVQscPJ>

- Time sheets for the pay period of 12/18/2022 through 12/31/2022 must be submitted and approved by noon on Monday, 1/02/2023

Please note: Time sheets appear in chronological order in Self Service Banner and the most recent timesheet 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 2022 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 Residency²⁴ 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 2022. 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 12/31/22.

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 Statements²⁵

²⁴https://www.dickinson.edu/download/downloads/id/10622/residency_certification_form_2019.pdf

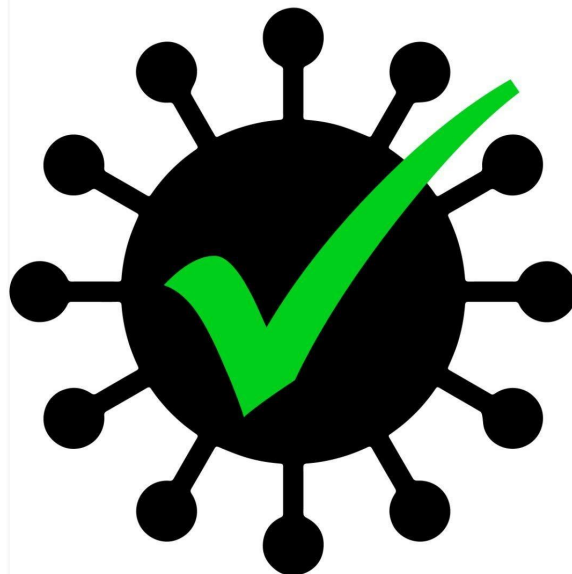
²⁵https://www.dickinson.edu/download/downloads/id/13277/how_to_elect_electronic_tax_statements.pdf

Review/Update your federal withholding status - The IRS encourages everyone to use the Tax Withholding Estimator²⁶ 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 Certificate²⁷ to HR Services.

Employees who claim “exempt” from federal income tax withholding on the W-4 form during 2022, will need to submit a new *Form W-4 Employee’s Withholding Allowance Certificate* by 2/15/2023 to maintain their exempt status for calendar year 2023.

COVID-19 Employee Information²⁸



Faculty and staff can find up-to-date information within the COVID-19 Employee Information²⁹ page. We asked that you continue to monitor your health and test if you believe you have

²⁶<https://www.irs.gov/individuals/tax-withholding-estimator>

²⁷<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

²⁸https://www.dickinson.edu/homepage/1579/covid-19_employee_information

²⁹https://www.dickinson.edu/homepage/1579/covid-19_employee_information

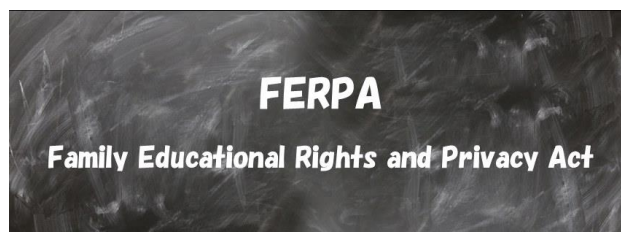
symptoms of COVID-19. At home test kits are widely available. Click here³⁰ to find available resources.

If you test positive, please complete the at-home COVID testing form³¹. A member of Human Resource Services will be in touch via email and/or phone to provide general guidance.

Compliance | Policies



The Fundamentals of FERPA



³⁰https://www.dickinson.edu/download/downloads/id/13900/covid-19_testing_resources.pdf

³¹<https://www.dickinson.edu/xfp/form/374>

Wednesday, January 18 | 2 - 3 p.m. | Teams Meeting

Presenter: Elizabeth White-Hurst, Registrar

Join us for an online training session for faculty and staff where we will cover the basics of the Family Educational Rights and Privacy Act (FERPA). Attendees will gain a better understanding of relevant key terms and what information you can and cannot disclose under FERPA. We will review the Dickinson-specific FERPA practices and resources.

Sign-up for this session in Totara³². A meeting link will be provided upon signing up.

Protecting Our Community Sessions



Thursday, January 19 | 1-2:30 p.m. | HUB Side Rooms 201-202

Tuesday, January 24 | 10-11:30 a.m. | Stern Center, Room 102

Dickinson College is committed to providing a supportive working environment for all employees. On a semi-annual basis, all members of the community are required to complete educational programs which provide an overview of regulatory guidelines and tools to recognize and address potential harassing and discriminating behavior. Login to Totara to check to see when you are due and register for the session that fits your schedule. Web-based modules are available in Totara through the employee's dashboard.

Click here³³ **to register for the *interactive, in-person session*** in Totara. Select “sign-up” for the session that fits your schedule.

³²<https://totara.dickinson.edu/course/view.php?id=35>

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

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

For questions, please email devwell@dickinson.edu³⁴ or contact Carol Shaffer at x1152.

Substance Misuse and the Drug Free Workplace



Presented by Missy Stine, Ph.D.

AOD Coordinator/Licensed Psychologist, Dickinson College Wellness Center

Wednesday, February 8

noon -1 p.m. | Stern Center, room 102

³³<https://totara.dickinson.edu/course/view.php?id=31>

³⁴<mailto:devwell@dickinson.edu>

This employee workshop is designed to provide brief education on substance misuse and related problems. You will learn about the warning signs of a substance use disorder, how to support persons struggling with substance misuse, and the connection between substance misuse and Dickinson's Drug Free Workplace policy. This program will also provide information on available resources.

Enroll and sign-up in Totara.³⁵

Summary of Annual Reports

- Emeriti - 2021³⁶
- Tax Deferred Annuity Retirement Plan - 2021³⁷
- Defined Contribution Retirement Plan - 2021³⁸

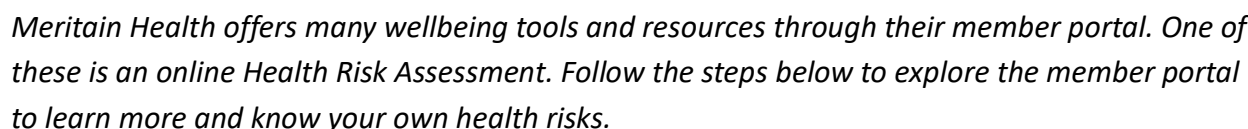
The above reports reflect the financial conditions and transactions for January 1, 2021 to December 31, 2021. You may print and/or view PDF versions of the above reports.

³⁵<https://totara.dickinson.edu/course/view.php?id=300>

³⁶https://www.dickinson.edu/download/downloads/id/14247/2021_emeriti_sar.pdf

³⁷https://www.dickinson.edu/download/downloads/id/14140/2021_tax_deferred_annuity_summary_annual_report.pdf

³⁸https://www.dickinson.edu/download/downloads/id/14139/2021_defined_contribution_retirement_plan_summary_annual_report.pdf



- For Full-time employees with Meritain Health medical insurance. After logging in as a member, click on Tools and Resources, then 'Health Tools > *My Wellness* > click on My Health > Health Assessment: <https://account.meritain.com/>

³⁹<https://totara.dickinson.edu/course/view.php?id=429>

TIAA In-Person Retirement Consultation



Questions about retirement? Your financial consultant has answers.

Making decisions about your money can feel complicated. TIAA's experienced financial consultants are here to help you plan for your future. One-on-one personal advice and education* about your retirement plan assets is available at no additional cost. During our discussion, they'll cover questions like:

1. Am I saving enough?
2. Am I invested appropriately?
3. Am I on track to meet my retirement goals?

Schedule time today for an IN-PERSON appointment with TIAA financial consultant, *Nigel Stearns*. All appointments will be held in the **HUB, Mary Dickinson Room**.

- **Wednesday, December 14 | 9 a.m. - 4 p.m.**
- **Wednesday, January 11 | 9 a.m. - 1:30 p.m.**
- **Thursday, February 16 | 9 a.m. - 4 p.m.**

To schedule a personal meeting please sign up online⁴¹ or call 800-732-8353 (remember to ask for the Dickinson College schedule), weekdays, 8 a.m. to 8 p.m. (ET).

All appointments must be scheduled through TIAA.

⁴⁰<https://account.meritain.com/>

⁴¹<https://shared.tiaa.org/public/publictools/events/meetingatworkplace>

Please have your investment, retirement plan, bank, savings and other financial statements available to help your TIAA financial consultant identify areas where they can assist you.

TIAA 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)⁴². If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

December

Wednesday, December 7 | noon - 1 p.m. | Opening doors to the future - Save in a 529 college savings plan

Wednesday, December 7 | 3 - 4 p.m. | Help protect you, your family and your money

Thursday, December 8 | noon - 1 p.m. | Tax Planning Considerations

Thursday, December 8 | 3 - 4 p.m. | Write your next chapter - 5 steps to setting your retirement date

Wednesday, December 14 | At your Fingertips: Manage your money from wherever you are

January

Tuesday, January 10 | 3 - 4 p.m. | Basic Estate Planning Strategies

Wednesday, January 11 | noon - 1 pm. | Quarterly Economic and Market Update with TIAA's Chief Investment Officer

Wednesday, January 18 | noon - 1 p.m. | Understanding Health Savings Accounts

Wednesday, January 18 | 3 - 4 p.m. | Basic Social Security Strategies

Thursday, January 19 | noon - 1 p.m. | Common Estate Planning Considerations

⁴²<https://www.tiaa.org/webinars>

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.com⁴³ or call (603) 213-3523.**

Visit [Fidelity.com](https://www.fidelity.com)⁴⁴ to view the available investment options with Fidelity, or to explore the financial planning tools available through Fidelity online.



Medicare Help Team

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 Toolkit⁴⁵ 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

⁴³<mailto:daniel.mccarthy@fmr.com>

⁴⁴<https://www.fidelity.com/>

them, rather than directly with the insurance company. Click the link to watch this short video on **HTA Medicare Services**⁴⁶ – 4 min.

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

- **Call: 610-430-6650, Option 1**
- **Email: Medicare@HTA-insurance.com**⁴⁷
- **Schedule Online**⁴⁸

⁴⁵<http://url3874.send.agencybloc.com/ls/click?upn=vAGS6NgdMoyHr87OfPNgYpwYzajhFtgAc-2FcSkMRula8S6fFw1r98ZdNkk4VOXCq0BrHp-2BczFXRL-2FQYLrucum9IEwBxWbrsds3U8mYp2MYxgZRIyaNsij7T-2FXidg023PT3Nkl-2Bv9rfHXEHqv8aFzLTHEbG-2BuEQHyZPi27NJYwwsLVQ1Cm1DVjcFovZoYcHfz9yHtJwv4EsVdHCr50G2-2Fpmjw-3D-3D1WUp qtLTTfIHECvtWDv3qB5kqv-2FH9kNP1-2F1ihcocCu6YAKVqhWk-2Bh2A-2F-2F-2Blry-2FpN4QpX95sVy0AZFUW-2Bucwbt0WS-2F7v6-2FODEOaMi8sbk2KrDoncyPrGarHqPxHVQC4guX5FPZpjVt3iobrSjXQgd5ml46ciZJt57tkfpr0fC08TDCulrIdIPkKjgKqf6EoECHCdpW7DML2Plv-2B6gvBwDQ8sBqWk00XLFpKQ282HF1T-2F-2Ff6ThCgrty5DjGv9Bqx3oCmKCsu0cMQP7wwB1FNBEengszABs-2BmN-2F0bzrekAgcb8hHCh4-3D>

⁴⁶<http://url3874.send.agencybloc.com/ls/click?upn=vAGS6NgdMoyHr87OfPNgYpwYzajhFtgAc-2FcSkMRula-2BwiawjqibPke9eLW15ECV0-2FjKb-2FUCXokEScEtGZnYsGGeidCv-2Fs2EHipf9EMEVhTWev4fwU63leQ2JrJX5tdT0DUYZgBDuHYKrwX-2B4y7dlpzdFHeafDCIJKL-2FPKqajJNtQKy8n-2FVTi5qbkvDhD6HVPwNvy qtLTTfIHECvtWDv3qB5kqv-2FH9kNP1-2F1ihcocCu6YAKVqhWk-2Bh2A-2F-2F-2Blry-2FpN4QpX95sVy0AZFUW-2Bucwbt0WS-2F7v6-2FODEOaMi8sbk2KrDoncyPrGarHqPxHVQC4guX5FPZpjVt3iobrSjXQgd5ml46UFnmRM-2FqQ01YIRhXfJoFDhKZp-2BRK7IGvwUKAS02MuXcgpRjnBWRUqEkKNP0H82oLBXktTXvrsqoPPN4D15ZkM5s5XIX2U8SHH-2BJhAKw67ni0IH4KaXcR441cCnl4Oukl6MWu9Oie48Exg0y78FKIRk-3D>

⁴⁷<mailto:Medicare@HTA-insurance.com>

⁴⁸<http://url3874.send.agencybloc.com/ls/click?upn=vAGS6NgdMoyHr87OfPNgYpwYzajhFtgAc-2FcSkMRula-2BwiawjqibPke9eLW15ECV0-2FjKb-2FUCXokEScEtGZnYsGDLukaTif5PxtPo8C7FLZimf73xCigKK3EBITfIrS76mZ0DvUTykj0OYEPH4QONMBAktIPrwqADKQLZ-2FWIQUlu5cmYfcJ3No69EnbQL6tEf5 977 qtLTTfIHECvtWDv3qB5kqv-2FH9kNP1-2F1ihcocCu6YAKVqhWk-2Bh2A-2F-2F-2Blry-2FpN4QpX95sVy0AZFUW-2Bucwbt0WS-2F7v6-2FODEOaMi8sbk2KrDoncyPrGarHqPxHVQC4guX5FPZpjVt3iobrSjXQgd5ml46V97FpMzcOnav1lI3UmZJFA1s1QixL-2BhxZBRqadqcgJetb4NNWtNfqEB0fVatNVbn1SwDK-2F5-2Fjpjffv8mv5IREHgnz3Or-2BFVXqTfu609sb8lVtaFibiPgGog4dDOTZ8AM5cfIVAWYQloLRLjV-2Bg8-2BAk-3D>

Community | For the Greater Good



Pennie Open Enrollment



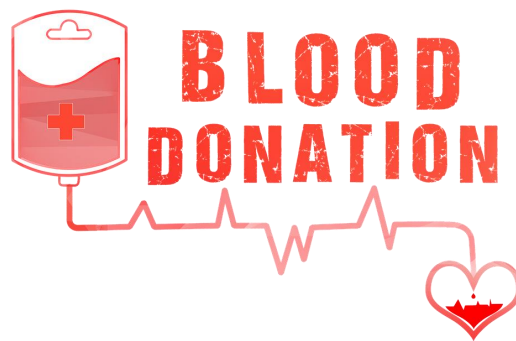
Shop and purchase quality health insurance plans at pennie.com now through **Open Enrollment, which runs from November 1, 2022 through January 15, 2023.**

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 2023, please visit pennie.com⁴⁹.

Community Blood Drives



January is Blood Donor Month. Start the new year off by giving a life-saving gift!

Central Pennsylvania Blood Bank

Click on the links below to see a schedule of the following area blood drives during the month of December:

⁴⁹<https://pennie.com>

- **Cumberland County Blood Drives⁵⁰**
- **Dauphin County Blood Drives⁵¹**
- **York County Blood Drives⁵²**

For other blood drives in the area, please visit the Central Pennsylvania Blood Bank's "Give Blood" website⁵³ to locate additional dates and locations!

Down on the Farm



Give a Gift from the Land

⁵⁰https://www.dickinson.edu/download/downloads/id/12731/central_pennsylvania_blood_bank_cumberland_county_blood_drives.pdf

⁵¹https://www.dickinson.edu/download/downloads/id/12738/central_pennsylvania_blood_bank_dauphin_county_blood_drives.pdf

⁵²https://www.dickinson.edu/download/downloads/id/14298/central_pennsylvania_blood_bank_york_county.pdf

⁵³<https://www.717giveblood.org>



Shop Farm Works for all your holiday gift-giving needs! From herbal remedies and pet toys to mugs and tote bags, all of our goods are sustainably produced and distinctively Dickinson! ***We will close for the semester at 2 p.m. on Friday, Dec. 9.***

Visit Dickinson Farm Works online⁵⁴ for current menu and more information.

New Winter Hours for Farmers on the Square!

⁵⁴<http://www.dickinson.edu/farmworks>



Beginning October 26, Farmers on the Square adjusted their schedule to winter hours. You can visit vendors on ***Wednesdays from 2 - 5 p.m.*** each week through April.

The College Farm will be there with fresh vegetables, canned goods, and farm pizza. You can now preorder your pizza for pickup. Orders must be placed by 2 p.m. on Wednesdays. Click ⁵⁵here to order your farm fresh pizza!

⁵⁵<https://form.jotform.com/222967100079153>

Nutrition Corner



If you're looking to improve your eating habits, you're not alone. Here are some tips for heart-healthy eating.

Source: American Heart Association⁵⁶

Embed://<iframe width="705" height="397"

src="https://www.youtube.com/embed/sRFcyh9AFYg" title="YouTube video player"

frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media;

gyroscope; picture-in-picture" allowfullscreen></iframe>

⁵⁶<https://www.heart.org/en/healthy-living/healthy-eating/eat-smart>

Oatmeal Raisin Walnut Cookies



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 this heart-healthy twist on a classic favorite!

Ingredients:

- 1/2 cup raisins
- 1 cup trans-fat-free tub margarine
- 1/4 cup stevia sugar blend
- 1 large egg
- 1/2 cup unsweetened applesauce
- 2 cups all-purpose flour
- 1 teaspoon ground cinnamon
- 1 teaspoon vanilla extract
- 3/4 teaspoon salt
- 3/4 teaspoon baking powder
- 1/2 cup uncooked rolled oats
- 1/2 cup chopped walnuts

Directions

1. Preheat the oven to 350°F.

2. Put the raisins in a small microwaveable bowl. Cover them with water. Microwave on 100 percent (high) for 2 to 3 minutes. Let the raisins soak for 10 to 15 minutes. Drain well in a colander. Set aside.
3. In a large bowl, using an electric mixer on medium high, beat the margarine and stevia sugar blend until just blended. Beat in the egg and applesauce.
4. In a medium bowl, stir together the flour, cinnamon, vanilla, salt, and baking powder. Gradually beat the flour mixture into the stevia sugar blend mixture just until moistened but no flour is visible.
5. Gently fold in the oats, walnuts, and raisins.
6. Using 2 tablespoons, drop the dough about 2 inches apart on a large baking sheet or two small baking sheets to make 24 cookies. With the palm of your hand or a fork, lightly flatten each cookie.
7. Bake for 10 to 12 minutes, or until the bottoms are golden brown.

Quick Tips

Be sure to take the extra step to soak the raisins before folding them into the batter. Because raisins are dry, they tend to absorb the liquid from baked goods, making desserts less moist.

Nutrition Facts

Servings 24 **Serving size:** 1 cookie

Per Serving: Calories: 124 Total Fat: 7.0g | Saturated Fat: 1.5g | Trans Fat: 0.0g | Polyunsaturated Fat: 2.5g | Monounsaturated Fat: 2.0g | Cholesterol: 8 mg | Sodium: 163mg | Total Carbohydrate: 15g | Dietary Fiber: 1g | Sugars: 5g | Added Sugars: 2.0g | Protein: 2g

Source: American Heart Association⁵⁷

⁵⁷<https://recipes.heart.org/en/recipes/oatmeal-raisin-walnut-cookies>

Wellness Events



Replay: Handling Holiday Stress

A HealthAdvocate Webinar



Did you miss the webinar on November 17? Replay this session by **clicking here**⁵⁸.

The holidays are supposed to be a time of joy and excitement, but for many of us, this season can also lead to feeling stressed or overwhelmed. From family to finances, the holidays often

⁵⁸<https://www.healthadvocate.com/video/YourHolidayGamePlanWebinar.html>

create high expectations that may not be realistic. Finding ways to adapt in this unique season and set boundaries you are comfortable with can help to overcome some of these common challenges. Explore strategies to reduce and manage stress for a calmer and brighter holiday season.

Presenter: *Karen Rech, MSW EAP, Program Manager Senior Trainer HealthAdvocate*

Free Blood Pressure Screenings



Monday, December 12 | noon - 1 p.m. | HUB, Mary Dickinson Room

Hypertension or High Blood Pressure is sometimes called the silent killer. Do you know your blood pressure? If not stop by this free screening to know your numbers and learn more!

Walk-in, no appointment needed!

Health Coaching Roundtable | Eustress for Success



Thursday, December 15 | noon-1 p.m | Online Discussion

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 in Totara by clicking here⁵⁹.

Health Coaching 101 | What is Health Coaching



Tuesday, January 17 | noon - 1 p.m. | Teams Meeting

⁵⁹<https://totara.dickinson.edu/course/view.php?id=305>

According to the American Council on Exercise⁶⁰, 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 - Meritain Health and Health Advocate - for those carrying these specific benefits.

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 to attend the next virtual roundtable session to learn the answers to these questions and consider whether a health coach may hold the key to your journey to wellbeing.

Enroll and sign-up for this session in Totara by clicking here⁶¹.

Med Gym SNAP: Announcing a Brand New Offering at The Med Gym!



Med Gym SNAP (Small group Nutrition coaching Accountability Program)

If you are interested in:

- Losing weight

⁶⁰<https://www.acefitness.org/>

⁶¹<https://totara.dickinson.edu/course/view.php?id=305>

- Decreasing body fat
- Improving your diet
- Eating well to support your body and activity
- Getting individualized coaching to improve your diet AND accountability to implement better nutrition...

Then, you may be a perfect fit for The Med Gym's new Small-Group Nutrition Coaching & Accountability Program!

This program is designed to give you individualized nutrition coaching from The Med Gym's certified nutrition coach. Plus, you'll get accountability to actually implement the changes you want to make!

As we roll out this brand-new program at The Med Gym, you can get in for a 3-month commitment at \$100/month. OR, you can commit to 6-months of coaching for just \$90/month!

To keep this group small enough for each person to get the individualized coaching they need, we'll be opening it up for just 5 clients initially. If you are interested, then ***reach out to David Drinks at*** ddrinks@themedgym.com⁶² today to reserve your spot and get all the details.

Carlisle Family YMCA - Special Discount

⁶²<mailto:ddrinks@themedgym.com>



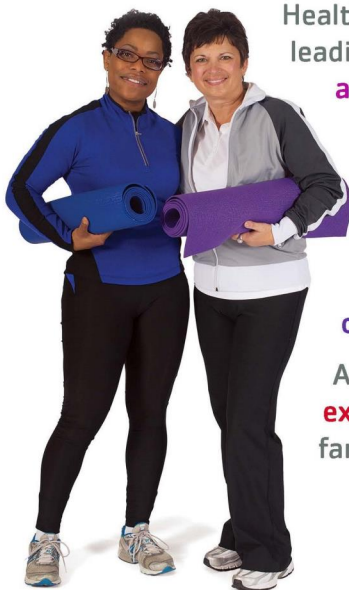
The Carlisle Family YMCA offers *discounted memberships (20% off)* for Dickinson College *employees*. The discount is good for employees who are current members of the YMCA and for employees who become new members. Employees interested in the discounted membership rate should contact the YMCA membership desk to request this special rate.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dickinson

CARLISLE FAMILY YMCA CORPORATE PARTNERSHIP



Healthy and happy employees create successful organizations — leading to **stronger communities where everyone can learn, grow and thrive.**

We are very excited to partner with Dickinson College to help improve the health and well-being of their workforce through YMCA membership, programs and services. We also connect employees to programs and services that **nurture the potential of their children and provide opportunities to support neighbors in need.**

As part of this partnership, **Dickinson College staff enjoy an exclusive 20% membership savings*** off the standard adult or family membership rate each month.

HERE'S HOW IT WORKS

I'M A Y MEMBER

Stop at the Welcome Center the next time you are at the Y. Show your Dickinson College ID to a Member Service Representative to activate your 20% discount on your adult or family membership.

I'M NOT A Y MEMBER

Bring your Dickinson College ID with you to the Welcome Center. Be sure to inform the Member Service Representative that you work for Dickinson College and show them your ID during the joining process to receive the 20% discount.

***The Carlisle Family YMCA reserves the right to alter or suspend the Dickinson College Corporate Partnership program at any time with 30 days notice.**

CORPORATE PARTNER RATE CHART

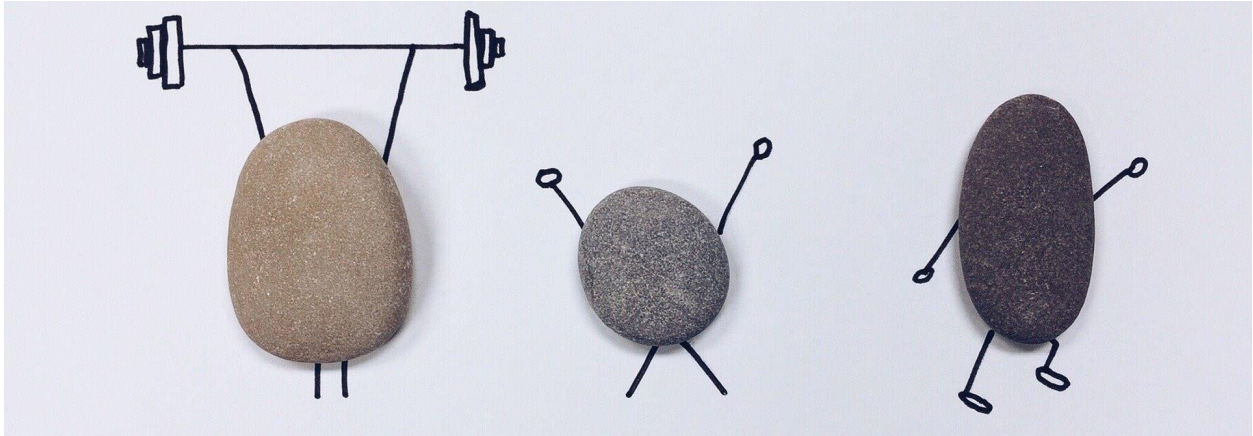
Eligible Categories	Monthly Rate
Young Adult	\$26.40
Adult	\$30.40
Senior Adult	\$28.80
2 Adults^	\$46.40
1 Adult with Dependents^	\$51.20
2 Adults with Dependents^	\$55.20
2 Senior Adults^	\$44.80
1 Senior Adult with Dependents^	\$47.20
2 Senior Adults with Dependents^	\$49.60

^ living at the same address

Additional Information

- Memberships must be monthly drafted in one of the above categories to qualify for this special rate.
- No other membership fee reductions, special rates or financial aid can be combined with this special rate.
- Current Financial Assistance, Youth, Teen and Child Care members can not get the discount unless they convert to a full-pay adult or family membership.
- The Corporate Partner rate applies only to membership fees, and not to additional fees or program registration fees.

Physical Wellbeing



Wellness@Dickinson Fitness Programs



Spring 2023 fitness opportunities will be posted after the winter break.

SLCE Fitness programs ending Wednesday, December 7:

Cardio Fusion⁶³ | Tuesday from noon-1 p.m. in the HUB Dance Studio (*RSVP in EngageD by searching Cardio Fusion*)

Pilates⁶⁴ | Wednesday from 4:30-5:30 p.m. in the HUB Dance Studio (*RSVP in EngageD by searching Pilates*)

⁶³[https://dickinson.campuslabs.com/engage/events?query=cardio fusion](https://dickinson.campuslabs.com/engage/events?query=cardio%20fusion)

⁶⁴<https://dickinson.campuslabs.com/engage/events?query=pilates>

Cardio Fusion



Tuesdays | noon - 1 p.m. | HUB Dance Studio (*through December 6*)

Offered by Student Leadership and Campus Engagement

Join this fun, all-level circuit-style workout. Gain length, strength, and flexibility through a series of blended traditional strength-training and cardio moves, combined with the exercises of moving arts like Pilates and barre. This class will have a standing portion focusing on strength training and balance as well as mat work for core and flexibility. This class is appropriate for all fitness levels!

RSVP in EngageD!⁶⁵

Pilates

⁶⁵[https://dickinson.campuslabs.com/engage/events?query=cardio fusion](https://dickinson.campuslabs.com/engage/events?query=cardio%20fusion)



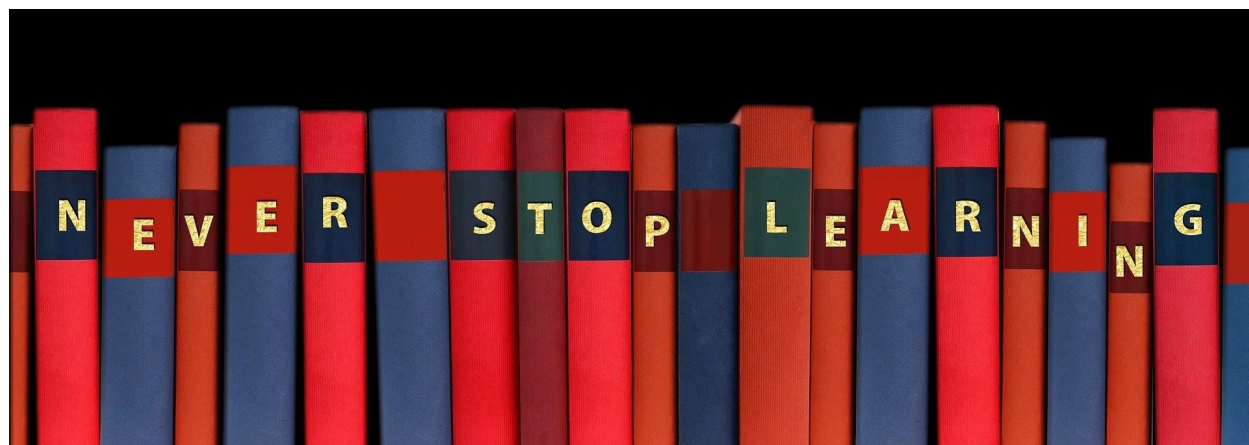
Mondays and Wednesdays | 4:30-5:30 p.m. | HUB Dance Studio (through December 7)

Offered by Student Leadership and Campus Engagement

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.

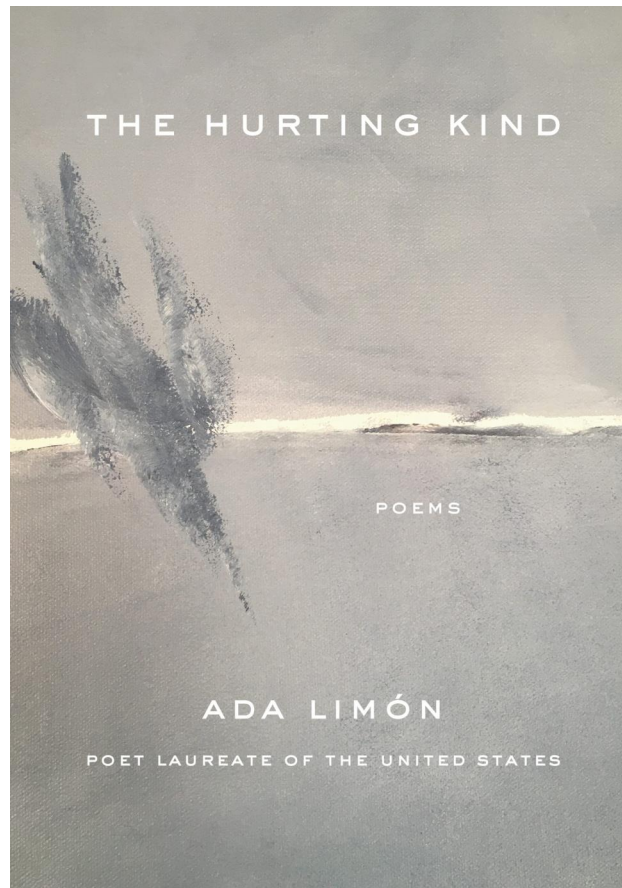
RSVP in EngageD!⁶⁶

Professional Development



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

Community Reading Program: The Hurting Kind by Ada Limón



Monday, January 30 | 5:00 - 6:30 p.m. | Waidner-Spahr Library

Please join our Community Reading Program to discuss ***The Hurting Kind*** (2022), the most recent poetry collection by newly appointed U.S. Poet Laureate⁶⁷, Ada Limón⁶⁸. We will meet at the Waidner-Spahr Library and kickstart the spring semester with a lively discussion of this moving collection. As the Ezra Klein podcast notes in their review, *“Limón’s poems are unique for the deep attention they pay to both the world’s wounds and its redemptive beauty. In otherwise dark times, they have the power to open us up to the wonder and awe that the world*

⁶⁷<https://www.loc.gov/programs/poetry-and-literature/poet-laureate/>

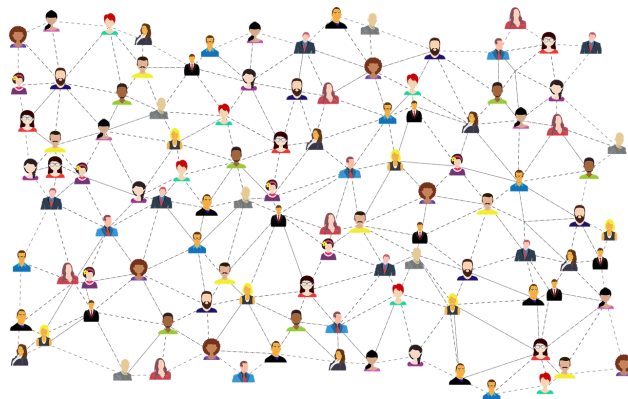
⁶⁸<https://www.adalimon.net/about>

still inspires.” Our Community Reading Program anticipates Limón’s visit to Dickinson in mid-February, as the recipient of The Harold and Ethel L. Stellfox Award⁶⁹.

A limited number of copies of ***The Hurting Kind*** will be made available to Dickinson staff, faculty, and students who register to participate in this event.

For more information and to register, see: <https://libguides.dickinson.edu/commonreading>

Carlisle Networking Resources



Are you new to the Carlisle area or new to Dickinson College? If you are looking for ways to connect or meet others in the Carlisle area, the list of resources below may help! Explore these organizations to find opportunities to meet and become involved in your community.

Carlisle Young Professionals⁷⁰

Carlisle Young Professionals was founded in 2011 to provide opportunities for social engagement, community service and leadership development for young professionals in the Carlisle, PA region.

⁶⁹https://www.dickinson.edu/info/20296/stellfox/2068/the_harold_and_ethel_l_stellfox_visiting_scholars_and_writers_program

⁷⁰<https://carlisleyep.org/>

The organization holds numerous events each month ranging from networking happy hours to sports leagues, community service projects and professional development events. Want to learn more? If interested, come to an upcoming event as a guest to see what Carlisle Young Professionals is all about. New members are encouraged to join a committee and get involved in the community.

Members come from all different professions and backgrounds. Some have always lived in the area; others have recently moved here from across the country or abroad. What unites this organization is that we live, work and socialize in the Carlisle area, and we want to make our community even better.

Leadership Cumberland⁷¹

Leadership Cumberland (LC) aims to develop, promote, and inspire community leadership skills and encourage a deeper understanding and appreciation of Cumberland County.

LC believes our community is enhanced through informed leaders who are actively involved in bettering the area they call home. Check out how you can get involved with some of our upcoming events. Interested in becoming a sponsor? We have a variety of valuable opportunities. Learn more and get involved today.

Dickinson Club⁷²

The Dickinson Clubs hosts a social gathering on most Fridays from 5 – 7 pm at the Hartman House . Attendees will enjoy light fare and a variety of beverages while socializing with current and retired employees, as well as current and retired faculty of US Army War College and the Penn State Dickinson School of Law. Employees are welcome to come a few times and see if you'd like to come regularly before becoming a member (for the modest fee of \$25 a year for newcomers).

Find out more (including the schedule of get-togethers) by going to the Dickinson Club website⁷³.

Cumberland County Commission for Women⁷⁴

⁷¹<https://www.leadershipcumberland.org/>

⁷²https://www.dickinson.edu/homepage/92/dickinson_club

⁷³https://www.dickinson.edu/homepage/92/dickinson_club

Mission Statement

The Cumberland County Commission for Women (CCCW) seeks to increase opportunities for Cumberland County women and girls by identifying and promoting awareness of pertinent issues.

Objectives

- Enable women to develop their skills and continue their education.
- Build key partnership with key organizations to promote women's issues.
- Provide professional development training and networking opportunities for women.
- Support municipal, county and government organizations.
- Support women in politics and through the election process.

Carlisle Area Non-Profits are often looking for volunteers to help with projects or join as a board member. Consider volunteering with one of the Carlisle area non-profits listed below or one of the many others in the central Pennsylvania region.

- United Way of Carlisle & Cumberland County⁷⁵
- YWCA Carlisle & Cumberland County⁷⁶
- Domestic Violence Services of Cumberland & Perry Counties⁷⁷
- Hope Station⁷⁸
- Big Brothers Big Sisters⁷⁹
- Partnership for Better Health⁸⁰
- Project SHARE⁸¹
- Safe Harbour⁸²

⁷⁴<https://www.cumberlandcountypa.gov/57/Commission-for-Women>

⁷⁵<https://uwcarlisle.org/>

⁷⁶<https://ywcacarlisle.org/>

⁷⁷<https://www.dvscp.org/>

⁷⁸<https://greatercarlisleproject.dickinson.edu/listing/hope-station/>

⁷⁹<https://business.carlislechamber.org/list/member/big-brothers-big-sisters-of-capital-region-5002249>

⁸⁰<https://forbetterhealthpa.org/>

⁸¹<https://projectsharepa.org/>

⁸²<https://safeharbour.org/>

- YMCA⁸³

Contact Us



Physical Wellness Program Incentive Prize Winners

Congratulations to Erin Slattery, *Psychology*, for being randomly selected as the incentive winner for the month of October. 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.edu⁸⁴ or call ext. 8084.

⁸³<https://carlislefamilyymca.org/>

⁸⁴<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 Gateway⁸⁵ 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 policy⁸⁶ 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 Guide⁸⁷

Dickinson Download⁸⁸

⁸⁵<https://gateway.dickinson.edu/>

⁸⁶http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

⁸⁷[http://www.dickinson.edu/info/20043/about/1562/dickinson_\"how_to\"_guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_\)

Dickinson/Biking⁸⁹

Dickinson/College Farm⁹⁰

Dickinson/Sustainability⁹¹

Trout Gallery⁹²

Theatre & Dance⁹³

Campus Announcements⁹⁴

Campus Events Calendar⁹⁵



2 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu⁹⁶

Human Resource Services Website⁹⁷

⁸⁸http://www.dickinson.edu/info/20198/technology_services/3261/the_dickinson_download

⁸⁹<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

⁹⁰<http://www.dickinson.edu/collegefarm>

⁹¹<http://www.dickinson.edu/sustainability>

⁹²<http://www.troutgallery.org/>

⁹³<https://www.dickinson.edu/theatreanddance>

⁹⁴<https://www.dickinson.edu/announcements>

⁹⁵<http://www.dickinson.edu/events>

⁹⁶<mailto:devwell@dickinson.edu>

⁹⁷https://www.dickinson.edu/homepage/122/human_resource_services