



May 2023

Dickinson

HUMAN RESOURCE SERVICES

1 - Volume XVII | Issue 9

In This Issue



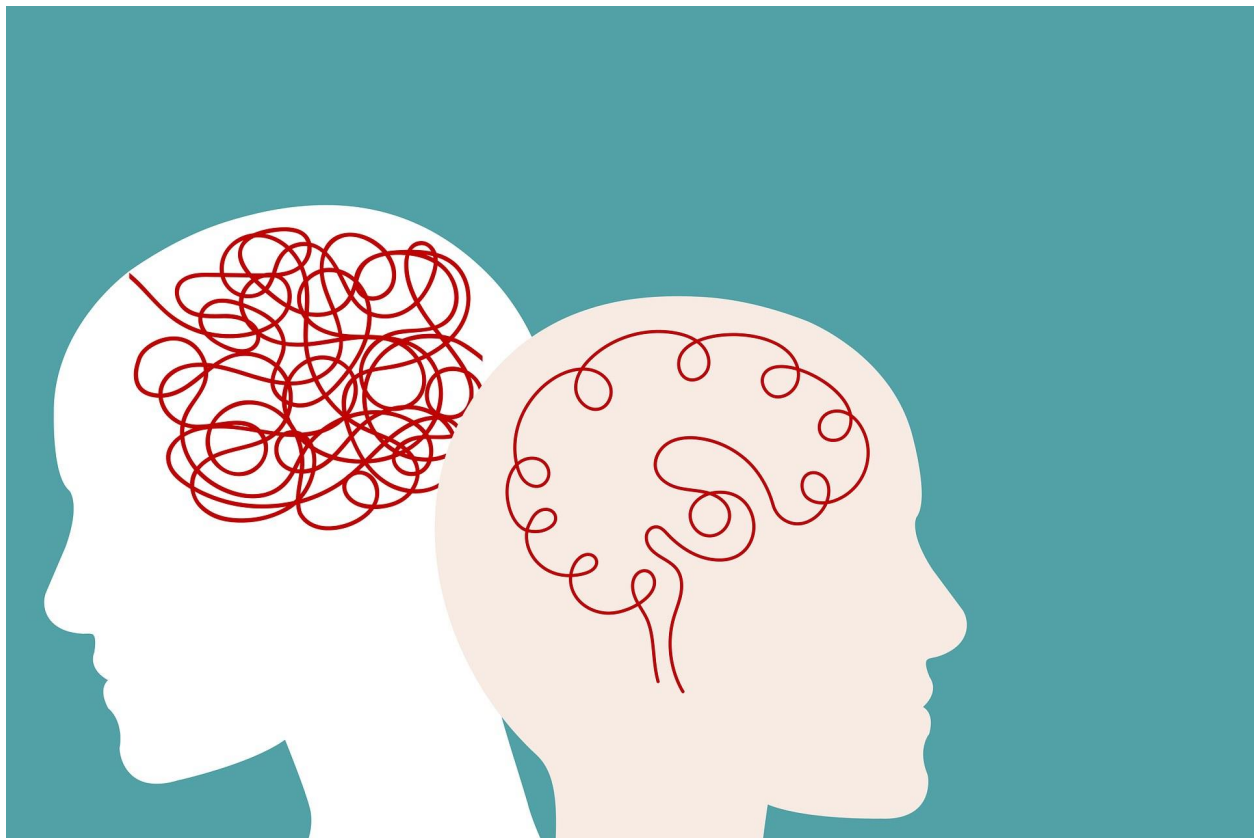
- **Mental Health Awareness Month**
- **2023 Spring Into Fitness Challenge Highlights**
- **Employee Highlights**
- **Employee Announcements**
- **Get the Most Out of Your Benefits**
- **Community | For the Greater Good**
- **Down on the Farm**
- **Nutrition Corner**
- **Wellness Events and Information**
- **Wellness@Dickinson Fitness Programs**

- **Professional Development**
- **Updates from Information and Technology Services**
- **Communication Links, Announcements & Reminders**

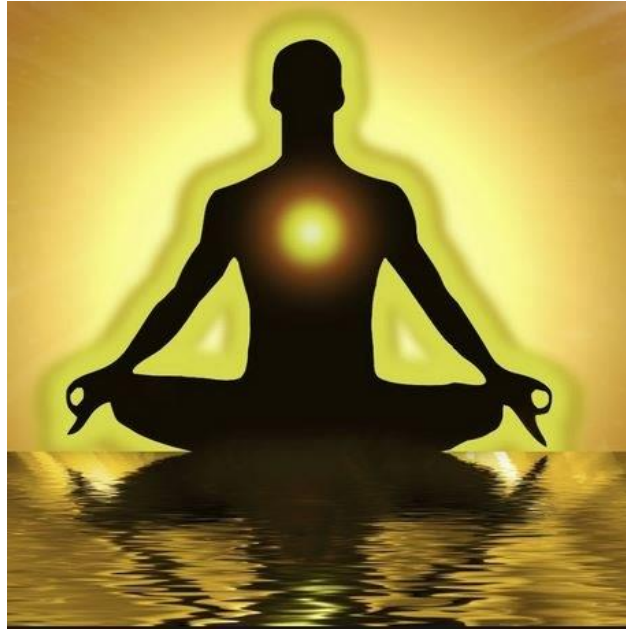
The navigation tool in the lower right hand corner allows you to skip through sections of the newsletter.

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

Mental Health Awareness Month



Deep Breathing and Relaxation Workshop with Dr. Megan Nesbitt



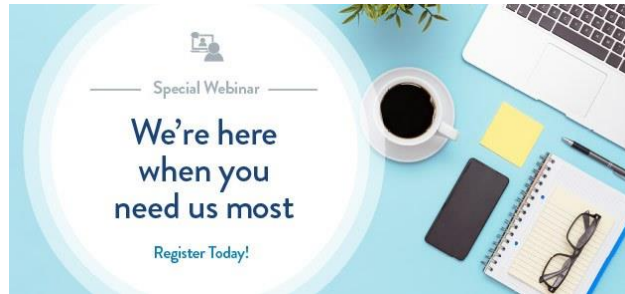
Wednesday, May 3 | 4:40 - 5:20 p.m. | HUB Side Room 201

Feeling anxious and struggling to focus? Has it been increasingly difficult to be present? This monthly workshop will focus on body-mind techniques for lowering anxiety, combating stress, and interrupting worry. Each meeting will begin with deep breathing and then focus on a relaxation exercise, a guided visualization, or an awareness technique. All students, staff, faculty, and members of the Dickinson community are invited to attend. Beginners and drop ins welcome.

Enroll and sign-up in Totara.¹

Mental Health and Me - A HealthAdvocate Webinar

¹<https://totara.dickinson.edu/course/view.php?id=307>



Thursday, May 18

Registration Links: 10:15 am (ET)² | 4:15 pm (ET)³

May is Mental Health Awareness Month, an opportunity to take time to reflect, understand and explore how to care for your own mental and emotional well-being. It is important to prioritize your own health before you can support and help others.

Join us for this webinar to explore strategies to manage our mental/emotional health as well as utilize available resources to help. We will also take a look at early warning signs to seek help and techniques to maintain positive mental health and wellness.

Presenter: Karen Rech, MSW EAP, Program Manager Senior Trainer, Health Advocate

Move More to Reduce Stress

²<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fcl.s7.exct.net%2F%3Fqs%3D19ff0c77ef45e7f3643fe6bb196d669ba99241a0129fde1b559b0883378f91497661a595eb6e6a66d979af039d4f9aa9&data=05|01|shaffeca%40dickinson.edu|7292780d5f9d4cfe183108db1c290150|6232b05576b94c139b88b562ae7db6fb|0|0|638134734656214390|Unknown|TWfPbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjojV2luMzliLCJBtIil6lk1haWwiLCJXVCI6Mn0%3D|3000||&sdata=%2BYyj3sQ5JIHwaXDhjJGEgdjvcky37VE0apAYK5allKs%3D&reserved=0>

³<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fcl.s7.exct.net%2F%3Fqs%3D19ff0c77ef45e7f36fd17915f8948622c11012e07ebd23e5f997835e2602f3cebca2d37f0224dd9eed1c91f54d8fc793&data=05|01|shaffeca%40dickinson.edu|7292780d5f9d4cfe183108db1c290150|6232b05576b94c139b88b562ae7db6fb|0|0|638134734656214390|Unknown|TWfPbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjojV2luMzliLCJBtIil6lk1haWwiLCJXVCI6Mn0%3D|3000||&sdata=j5QEL3cbXE6Kbc8LNMwuJiyOLbMEnkiDjuF1QUUn2GA%3D&reserved=0>



<https://youtu.be/Ut1M-DIMYbY>

Mental or physical, small or big, new or practiced, it's always a good time to take a step toward a healthier you. Exercise is one of the best ways to keep your body healthy and release stress. Regular physical activity improves mood, gives you energy and improves quality of sleep.

Source: American Heart Association⁴

HealthAdvocate - Mental Health Support Articles

All full-time employees have access to Health Advocate⁵, 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.

Mental Health Matters: Make it a priority - Many people may handle their work, family duties and other day-to-day activities “okay,” yet inside they are feeling anxious, sad, stuck and lonely. It’s easy to dismiss these feelings as just “life stress.” Instead, tuning in to—not out of—these feelings and making your mental health a priority can help you achieve total well-being to

⁴https://www.heart.org/en/healthy-living/fitness?utm_source=healthy+for+good+fy+2122&utm_medium=email&utm_campaign=CP_HFG_Send_1_04_0523&utm_content=hero+cta&sc_camp=0B4876E246A046B4B14864ADCB63B5B1#nwdpromo

⁵<https://healthadvocate.com>

function at your best. Read the full article at Health Advocate's blog: Mental Health Matters - Make it a Priority⁶

The Whole-Body Effects of Stress Relief - Taking time each day to do simple activities that calm your body and mind is a powerful way to short-circuit stress, restore a sense of well-being, and protect your health! It's vital to know how your body indicates that you're stressed, and equally important to take measures to manage stress no matter how it shows up. When stress is ongoing, improperly managed, or uncontrolled, it can negatively affect your physical and mental health. Read the full article at Health Advocate's blog: The whole-body effects of stress relief⁷

Building Your Self-Care Toolbox - When feeling stressed, anxious, disconnected, or unable to cope, it's common to turn to distractions like snacking, endless scrolling or mindless TV watching. A better alternative is to create a "self-care toolbox" made up of *healthy* strategies and resources that you can easily access whenever you need to relax, spark your energy, or boost your mood, as well as support your overall well-being. Read the full article at Health Advocate's blog: Building your self-care toolbox⁸

Benefits of Boundary Setting - Are you the go-to person for your loved ones when they need help? If so, you are probably well aware that this can be stressful and take up a lot of your time and energy! Learning when—and how—to establish boundaries is an important pillar of self-care and overall well-being. Consider these benefits of boundary setting. Read the full article at: Health Advocate's blog: Benefits of Boundary Setting⁹

More stress management tips can be found by clicking here¹⁰.

⁶<https://blog.healthadvocate.com/2023/04/make-mental-health-a-priority/>

⁷<https://blog.healthadvocate.com/2023/03/the-whole-body-effects-of-stress-relief/>

⁸<https://blog.healthadvocate.com/2023/03/building-your-self-care-toolbox/>

⁹<https://blog.healthadvocate.com/2022/03/benefits-of-boundary-setting/>

¹⁰<https://blog.healthadvocate.com/category/work-and-life/stress-management-work-and-life/>



Dickinson employees have access, via Totara, to online training programs through a subscription with OpenSesame. A wide variety of topics and courses are available through this subscription, ***including topics supporting stress management and mental health***. Click on the links provided below to access the courses or go to Totara and search "stress management".

Focusing During Times of Hardship:¹¹ Personal hardships can hit us at any time, and yet, we must carry on and fulfill our work obligations. But how? We'll talk about dealing with emotions, talking with colleagues and superiors, leaning on your support system, and understanding the benefits that your workplace may provide.

Depression & Low Mood:¹² Understanding depression is the first step to recovering from it. Whether it's you that's suffering, or you suspect that your friend or relative is, this course is an aid to diagnosis, treatment and recovery.

Raising Resiliency - Build Tolerance for Stress:¹³ Learn how to build a stronger tolerance for stress. This course is designed to help you improve your stress tolerance skills in order to become more resilient. You will discover how moderate stress builds tolerance for stress.

¹¹<https://totara.dickinson.edu/mod/scorm/view.php?id=1141>

¹²<https://totara.dickinson.edu/mod/scorm/view.php?id=1110>

¹³<https://totara.dickinson.edu/mod/scorm/view.php?id=1109>

Digital Stress & Addiction:¹⁴ Digital addictions to things like the internet, video games, social media, smartphones, or other technology is becoming increasingly more common. In this course, we want to walk you through what digital addiction looks like and discuss the signs of digital stress.

Managing Mental Health Issues:¹⁵ As a manager, it's your responsibility to ensure that everyone is treated fairly and has the resources they need to be successful. In this course, we want to teach you how to recognize mental illness in an employee and to know what your responsibilities are.

Employee Assistance Program

What is an EAP?

The Employee Assistance Program offers you and your family individual assistance to help you resolve your problems and make your life happier, more productive, and more satisfying. It is voluntary.

Access to the EAP means that you will receive assistance in clarifying the problem, searching for alternatives to resolve the problem, and developing a constructive plan of action. It can help you with problems related to marital and family issues, problems with children at home or in school, depression, relocation, alcoholism or drug abuse, aging, health-related problems, eating disorders, or the death of a loved one.

Any personal problem which is troublesome to you is important enough to use the Employee Assistance Program.

Who can use the EAP?

Your Employee Assistance Program is available to all full-time and part-time employees and immediate family members who are eligible for medical benefits.

What does the EAP provide?

¹⁴<https://totara.dickinson.edu/mod/scorm/view.php?id=1693>

¹⁵<https://totara.dickinson.edu/mod/scorm/view.php?id=1111>

In many cases, problems can be resolved with only a few consultations. Dickinson College has prepaid for the EAP services. You may have up to three visits per fiscal year at no cost to you. If you and your psychologist believe you require more specialized assistance or longer-term service, he or she may suggest you seek help outside the EAP by suggesting appropriate and qualified providers. Services received from resources outside the EAP may be covered in full or in part by the College's medical coverage.

Will my EAP contact be confidential?

Yes. That is why the College uses outside professionals. Consultations are conducted in offices which are comfortable, convenient, and private. No one will know of your contact without your written permission unless you tell someone.

Who provides the EAP service?

Dickinson College contracts with a highly qualified group practice to provide you professional services in their offices. Their clinical staff offer a range of expertise including treatment of adults, couples, children, and families. ***When calling, please remember to identify yourself as a Dickinson College employee.*** The practice is:

FRANCO PSYCHOLOGICAL ASSOCIATES, P.C.

26 State Avenue, Carlisle, PA | 717-243-1896

<http://www.francopsychological.com/>

Should you want to seek professional services outside of Carlisle, you can be referred to an appropriate EAP provider nearby. The Clinical Director of Franco Psychological Associates is available to respond to this need and to answer any other questions you might have related to the EAP.

Reliance Standard Assistance Program

An additional EAP program option is also available to all active, eligible full-time employees through ***Reliance Standard***. For more information and a list of comprehensive benefits under Reliance Standard's program, please visit <http://myassistanceprogram.com/rs/>.

Live, Immediate Assistance: Call 24/7: **(855) 775-4357**. Schedule confidential, **face-to-face, phone, video, text or chat** assistance with professionals that's private, confidential.

Mental Health Counseling: When overwhelmed with personal, work or life stressors, mental health counseling can be a lifesaver. Our licensed master's level counselors support you and your household members through difficult times providing confidential assistance. **WE HELP WITH: Family Conflict, Couples/Relationships, Substance Abuse, Anxiety, Depression and more.**

Work/Life Resources: Navigating the practical challenges of life, while handling the demands of your job can be stressful. Work/Life resources and referral services are designed to provide knowledgeable consultation and customized guidance to assist with gaining resolution to everyday hurdles. **RESOURCES INCLUDE: Adoption, Elder/Adult Care, Parenting, Child Care, Medical Advocacy, Special Needs Support, Wellness and more.**

Legal/Financial Resources: Legal and Financial resources and referrals are available to connect you with experienced, vetted professionals in their topical area of legal and financial needs. **RESOURCES INCLUDE: Budgeting, Estate Planning/Wills, Divorce/Custody, Bankruptcy, Personal Injury/Malpractice, Major Life Event Planning, ID Theft and more.**

Member Portal & App: Access services through our **member portal** and **mobile app** with **phone, chat, text and video access**. Take advantage of thousands of up-to-date topic related articles, videos, webinars, checklists and more on subjects including Financial and Legal, Family, Education, Health, Wellness, Career, Military, Everyday Living and more. **New Members:** Use company code **RSLI859** to create your new account. **Click Here to create your account or login.**¹⁶

Life Coaching: Achieve your personal and professional goals by engaging life coaching. Our life coaches act as an accountability partner and can assist you in overcoming obstacles and

¹⁶<https://aci.mylifeexpert.com/login/rsli>

achieving your goals. **COACHES HELP WITH: Life Transitions, Work/Life Balance, Goal Setting, Improving Relationships, and more.**

Spring Into Fitness Challenge



Dickinson College faculty and staff, as a community, were in a campus exercise/walking challenge with students, staff and faculty, which began on Sunday, March 19 and continued through Saturday, April 29. **86 Dickinsonians** participated in this year's challenge.

Challenge winners will be determined by two criteria – the greatest percentage of cumulative participation, and also the highest average number of minutes per participant! These winners will be announced in the next issue of Vitality. Below are highlights from the weeks throughout the challenge! We hope you enjoyed it as much as we did!

Challenge Highlights

Week # 1:

- On Monday, March 20, Spring Into Fitness Challenge participants kicked-off week #1 with a walk lead by President John Jones and First Lady, Beth. We had a great gathering and beautiful weather that afternoon for our stroll around campus and the surrounding Carlisle neighborhoods!.

Week # 2:

- This week focused on sustainability. Northside Ride, The Sustainability Expo and the Global Ed & Sustainability Scavenger Hunt were the highlight of week #2.

Week # 3:

- Some Challenge participants enjoyed the **Philanthropy walking tour around campus on Wednesday, April 5**, which celebrated giving, while also celebrating **National Walking Day**.
- The **cumulative total exercise minutes** as of that afternoon **reached 55,740!** The cumulative total steps was even MORE AMAZING - for those reporting steps - **we reached 7,502,058 steps! WOW!!!**
- Kudos went to *Wright, Sonya and Morgan, Kim* for going beyond 300,000 steps EACH - - only in Week #3!!

Week # 4:

- Focused on sleep. ***Simple reminder...***one way to get more quality sleep is to TURN OFF your devices and keep them out of your sleeping area, along with getting some exercise at least 2 hours BEFORE you go to bed.

Week # 5:

- The annual **Benefits & Wellness Fair**, on Tuesday, April 18, provided an opportunity ***for employees of the college*** to meet with new and returning benefits vendors and wellness program providers as well as some local community participants.
- Mini-team, ***Risky Business***, kicked-off the Annual Fun Run/Walk on Thursday, April 20, enjoying the fresh air and sunshine!

Week # 6:

- Participants were encouraged to participate in the Biometric Screening offered on Thursday, April 27, as well as SpringFest on Saturday, April 29.
-

SIFC Kick-off Walk



2 - Photo credit: Dan Loh, Assistant Director of Visual Media

Benefits & Wellness Fair



















Annual Fun Run/Walk



3 - Risky Business mini-team members: Carol Shaffer, Dennette Moul, and Michelle Spencer

Employee Highlights



New Hires



April

Nadia Alla, *Dining Services*

Shakeena Barbour-Mitchem, *Dining Services*

McKenzie Gordon, *Career Center*

Abby Hurley, *Mail Center*

Susan Killinger, *Conference and Special Events*

MaryGrace Pepin, *Children's Center*

Anthony Pompei, *Athletics*

Retirements



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

Deb Peters, *Earth Sciences*

Susan Sheehan, *Bookstore*

Seniors of Old Bellaire

The Seniors of Old Bellaire Recognition Dinner tradition began in 1957 as a program to honor those who had served the college for 25 years or more. The first dinner was on March 8, 1957 with 37 charter members. Over the past 65 years, the college has recognized 399 individuals. With the addition of the honorees shared below, the total is now 423.

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

The following employees were recognized on May 2:

Fall 2022 Inductees

Jennifer Blyth, *Music*

Marcelo Borges, *History*

James Bowman, *Trout Gallery*

Elena Duzs, *Russian*

James Gerencser, *Library Services*

Mary Hair, *Dining Services*

Dengjian Jin, *International Business & Management*

Marc Mastrangelo, *Classical Studies*

Tonya Miller, *Mathematics, Computer Science, & Physics*

Skip Padgett, *Infrastructure Systems*

Michelle Spencer, *Human Resource Services*

Spring 2023 Inductees

Kathy Ballew, *Advancement Services*

Tim Bowermaster, *Facilities Management*

Lorelei Koss, *Mathematics and Computer Science*

Eric Lay, *Facilities Management*

Andrea Lieber, *Religion*

Edward McPhail, *Economics*

Erich Messerschmidt, *Public Safety*

Maureen O'Brien Dermott, *Library Services*

Deb Peters, *Earth Sciences*

Robert Pound, *Music*

Matthew Richwine, *Athletics*

Carol Wetzels, *Writing Program*

Laura Wills, *Alumni Relations*

Campus Life Leadership Recognition Ceremony

The Office of Campus Life sponsors the Leadership Recognition Ceremony each spring to recognize students, organizations, staff and faculty members for a variety of achievements.

Congratulations to the following employees who were recognized on Monday, April 24, for their outstanding achievements:

Advisor of the Year:

- ***Lindsey Lyons***, *Center for Sustainability Education*

Joyce A. Bylander Excellence in Diversity Education:

- ***Sarah Kersh***, *English*

The Student Senate Administrator of the Year:

- ***Kevin Foster***, *Campus Life*
- ***Jodie Bowermaster***, *Conference and Special Events*

The Student Senate Faculty Member of the Year:

- ***Scott Farrington***, *Classical Studies*
-

Student Employee and Supervisor of the Year Ceremony

Campus wide, student employees and their supervisors make a tremendous difference. The Student Employment Office encourages everyone to say thank you to the students and supervisors who work throughout the Dickinson community, by taking part in this very worthwhile event, which was held on Tuesday, April 11.

- Supervisors who are nominated must be responsible for supervising the work of at least one student employee.
- Only professional staff level supervisors are eligible to be nominated for the Supervisor of the Year award.
- Student Supervisors are not eligible for the Supervisor of the Year Program, but may be nominated for the Student Employee of the Year Program

Source: National Student Employment Week Recognition page¹⁷

Congratulations to the 2023 Student Employee of the Year

- **Erin Lowe**, from the Clarke Forum for Contemporary Issues, nominated by Kim Flinchbaugh.

Congratulations to the 2023 Student Employee of the Year Nominees:

- **Lillian Cusa**, from the Environmental Studies and Environmental Science departments, nominated by Liz Burke.
- **Erin Lowe**, from the Clarke Forum for Contemporary Issues, nominated by Kim Flinchbaugh.
- **Stephanie Uroda**, from the Quantitative Reasoning Center, nominated by Emily Marshall and Jacqueline Campbell.

Congratulations to the 2023 Supervisor of the Year:

- **Professor Dick Forrester**, from the Mathematics and Computer Science department, nominated by John Chu.

Congratulations to the 2023 Supervisor of the Year Nominees:

- **Professor Grant Braught**, from the Mathematics and Computer Science department, nominated by Christian Gonzalez.
- **Professor Dick Forrester**, from the Mathematics and Computer Science department, nominated by John Chu.

¹⁷https://www.dickinson.edu/info/20083/human_resource_services/1539/recognition



4 - President Jones and Erin Lowe (SEOTY)



5 - Stephanie Uroda, President Jones, Erin Lowe (SEOTY), Lillian Cusa



6 - Grant Braught, President Jones, Dick Forrester (SOTY)

2023 Benefits and Wellness Fair Door Prize Winners



We hope you enjoyed the Benefits and Wellness Fair returning LIVE after having virtual events for the past three years. It was wonderful to see employees and vendors interact and learning about services offered.

Below is a list of prize winners! We look forward to seeing more in 2024!

- **JoAnn Centenera, Registrar's Office:** \$55 gift voucher for 1:1 Health Coaching provided by Compass Health Coaching
- **Lisa Ellerman, Mail Center:** Sonicare Electric Toothbrush provided by United Concordia
- **Kim Foltz, Dining Services:** Wellness book provided by Human Resource Services
- **Christina Gerlach, Admissions:** Bento Lunchbox provided by PA Commuter Services
- **Nico Haven, Anthropology:** Large Tote of goodies provided by Alera Group
- **Abby Hurley, Mail Center:** Large gift basket provided by UPMC
- **Laurie Kline, Financial Operations:** 3-Month membership to Carlisle Family YMCA provided by Carlisle Family YMCA
- **Steve Negely, Facilities Management:** Fresh gerber daisy provided by Human Resource Services
- **Diane Powers, Financial Operations:** Fidelity tote bag provided by Fidelity
- **Debra Rotz, Facilities Management:** Water bottle provided by HealthAdvocate
- **Bill Sadvary, Infrastructure Systems:** Apple iWatch provided by Reliance Standard
- **Chastity Seburn, Facilities Management:** \$55 gift voucher for 1:1 Health Coaching provided by Compass Health Coaching
- **Carol Shaffer, Human Resource Services:** Ring light & microphone combo provided by OptumRx
- **Marianna Schaffer, User Services:** 3-Month Fizikaflex app subscription provided by Fizikaflex
- **Debi Swarner, Academic Advising:** Bento Lunchbox provided by PA Commuter Services
- **Lisa Sweet, Financial Operations:** First aid kit provided by Meritain Health Services
- **Patty Zink, Advancement Services:** American Heart Association gift bag provided by Capital Region American Heart Association

Bingo Prize Winner:

- Pam Fogelsanger, *Enterprise Systems*: Gift basket provided by Members 1st

Employee Announcements



New Prescription Drug Plan with Optum Rx and Open Enrollment Benefit Information Sessions



Thursday, May 11 | HUB Side Rooms 202-203 | 9:30 a.m. - 5 p.m.

Representatives from Optum Rx and Alera, our benefits broker/consultant, will be on campus again on Thursday, May 11 from 9:30 a.m. to 5 p.m. in the Holland Union Building (HUB) side rooms 202-203 to assist full-time employees with questions regarding the transition to Optum Rx and any letters covered members received from Optum, as well as general benefit questions.

New Prescription Drug Plan with Optum Rx and Open Enrollment Benefit Information Sessions will be held from:

- 9:30 – 10 a.m.
- 12:30 – 1 p.m.
- 2:30 – 3 p.m.

All other times will be available for one-on-one consultations, no appointment necessary. Employees are encouraged to attend to learn more about Dickinson's full-time health benefits including the July 1 transition of the Preferred University Rx Purchasing Coalition (PURPC) with Optum Rx as our prescription drug provider.

If you would like a calendar reminder, please sign-up by [clicking here¹⁸](#).

¹⁸<https://totara.dickinson.edu/course/view.php?id=422>

Annual Open Enrollment Period

The annual open enrollment period will start on May 10. Open enrollment is conducted online via Self-Service Banner.

As a reminder, **Flexible Spending Accounts** for health and/or dependent care reimbursement ***MUST be re-established*** each fiscal year during open enrollment.

Additional announcements will be sent regarding open enrollment. If you have any questions, please contact hrservices@dickinson.edu¹⁹.

Employee Recognition Celebration

Thursday, May 25 | 2:00-4:00 p.m. | John Dickinson Campus (Academic Quad)

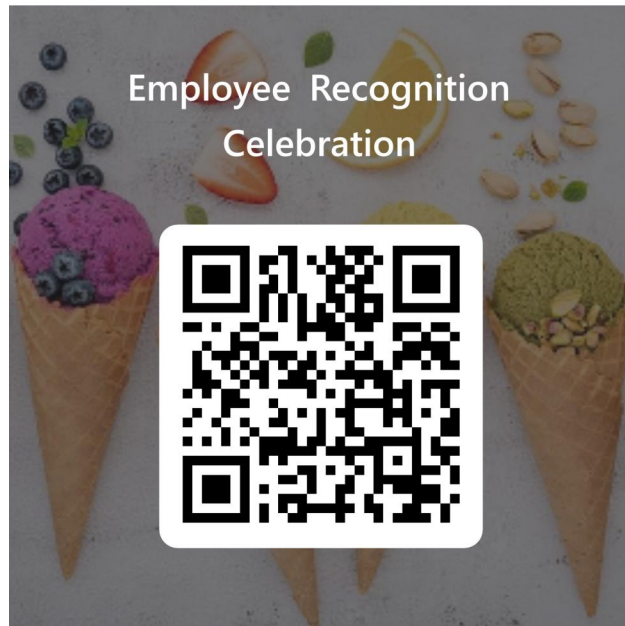
Rain Location: Allison Hall Community Room

Join us on Thursday, May 25, from 2 to 4 p.m. to ***celebrate our community***. Employees who have completed five or more years of service as of June 30, 2023 will be recognized (*in 5-year increments*). In addition, we'll share winners and the outcome of the 2023 Spring Into Fitness Challenge. The celebration will be held on the John Dickinson Campus (Academic Quad).

Watch for an email announcement with more details. Scan the QR code or click to RSVP now²⁰!

¹⁹<mailto:hrservices@dickinson.edu>

²⁰<https://forms.office.com/r/wfT0Ga0M0s>



President's Staff Forum



The Staff Forum promotes a positive workplace through building community with open communication, staff recognition, and appreciation events. Designed to foster increased communication and engagement among employees, the group meets regularly for discussion on topics which are identified by the members themselves. The Staff Forum membership will set annual goals and act as liaisons to the college community.

If you are interested in becoming a Staff Forum member or sharing thoughts on its development, please send an email to staff_forum@dickinson.edu²¹.



Dickinson Club

UPCOMING EVENTS SPONSORED BY THE DICKINSON CLUB

Have you ever attended a gathering of the Dickinson Club? If you never have, or if it has been a while since you have, now would be a good time to add it to your list of “fun things to do!” The Dickinson Club meets on most Fridays during the school year for light fare and friendly

²¹mailto:staff_forum@dickinson.edu

socializing. Formerly known as the “faculty club,” all Dickinson employees are now welcome to attend Club gatherings and events. And there are three more lined up for this semester (free to all!):

College Farm Pizza Day | Friday, May 5 | 5 - 7 p.m.

Join your colleagues at the Hartman House for free delicious pizza made by our friends at the College Farm, along with other light fare, refreshments, and great company. Come and see if you might like to become a “regular” down the road.

Hooray-a for Paella | Friday, May 12 | 5 - 7 p.m.

Our “honored guests” at the Hartman House will be the departments of Spanish and Portuguese, and you’ll get a chance to watch chef Mark Aldrich make his famous paella out of a pan the size of a large of a satellite dish – not to be missed! So that Mark can properly prepare, please RSVP²² to let us know that you’re coming.

End of the Year Champagne Toast | Thursday, May 18 | 12:15 - 2:15 p.m.

A favorite Dickinson tradition for many, this celebratory event will include food as well, will take place in the “Alumni Commons” (the Harman House lawn) *just after the last faculty meeting of the year and is **open to all Dickinson employees.*** (Rain location: Rector Atrium)

The Hartman House is located at **243 W. Louther St**, which is located next to the Clarke Forum (set back and accessible by a front gate) **and across the street from Old West and Stern.**

Direct any questions to Scott Farrington at farrings@dickinson.edu²³ and/or Marni Jones at jonesmar@dickinson.edu²⁴. We hope to see you soon!

²²<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2F%2FmA6DSSJuCB&data=05|01|shaffeca%40dickinson.edu|b3c36ee6f99a4a9de10108db4826c992|6232b05576b94c139b88b562ae7db6fb|0|0|638183103640212175|Unknown|TWfpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjojV2luMzliLCJBTEI6Ik1haWwiLCJXVCi6Mn0%3D|3000||&sdata=7zBG13nTn%2BSdywuXvpa7SCFzpoeY7kMDiByOsmT3cYI%3D&reserved=0>

²³<mailto:farrings@dickinson.edu>

²⁴<mailto:jonesmar@dickinson.edu>



Summary Annual Reports

The **Summary Annual Reports**²⁵ for the following are available:

- Consolidated Health and Welfare Plan²⁶

The above report reflects the financial conditions and transactions for July 1, 2021 to June 30, 2022. You may print and/or view PDF versions of the report.

Sick Leave Bank

²⁵https://www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions/2

²⁶https://www.dickinson.edu/download/downloads/id/14545/2022_summary_annual_report_handw_plans.pdf



Do you have vacation time that you are not sure what to do with? If you are a full-time nonexempt employee, consider donating a day (or up to five days) to the Sick-leave Bank.

The college maintains a Paid Sick-leave Bank which is available to full-time nonexempt employees as follows:

- Nonexempt employees may donate up to five vacation days each fiscal year (in increments of one day or more, at any time during that year) to the college Sick-leave Bank.
- For every day or larger increment, the college will match the employee's donation with an identical amount of time.
- The maximum size of the college Sick-leave Bank will be 2,000 hours (1,000 donated by employees and 1,000 donated by the college).

Nonexempt staff may complete this form²⁷ to participate in the Sick-leave Bank or may download the pdf form²⁸ and return it via email attachment to Human Resource Services²⁹.

For more information about the sick leave bank and eligibility, please refer to page 36 of the Employee Handbook³⁰.

²⁷<https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-5iv2UbYuHBnuSSk7RQbQbFUNes2VINDUENQUhMNjXRlhEUjFaUEhRNiQIQCN0PWcu>

²⁸https://www.dickinson.edu/download/downloads/id/10542/sick_leave_bank_donation_form.pdf

²⁹<mailto:hrservices@dickinson.edu>

³⁰https://www.dickinson.edu/download/downloads/id/6779/employee_handbook_october_2016.pdf

College Holidays/Closures



As a reminder, the college will be closed on the following days:

- **Friday, May 26:** *Maintenance Day*
- **Monday, May 29:** *Memorial Day*
- **Monday, June 19:** *Juneteenth Holiday*
- **Tuesday, July 4:** *Independence Day*

Minimal staffing during holidays/closures may be required. For more information, please consult your immediate supervisor.

References:

2022-23 Holiday Schedule³¹

2023-24 Holiday Schedule³²

³¹https://www.dickinson.edu/download/downloads/id/13683/holiday_schedule_for_2022-2023.pdf

³²https://www.dickinson.edu/download/downloads/id/14440/holiday_schedule_for_2023-2024.pdf

Get the Most Out of Your Benefits



Wellness@Dickinson: Completing the Online Health Risk Assessment



*Meritain Health offers many wellbeing tools and resources through their member portal. One of these is an online Health Risk Assessment (HRA). Full-time employees may follow the steps below to explore the member portal to learn more and know your own health risks. **Employees completing the HRA will receive a thank-you incentive (Love \$ Carlisle gift certificate)!** Just send an email to devwell@dickinson.edu³³ to let us know you have completed your Meritain Health* HRA.*

Complete your FREE Health Risk Assessment³⁴ online in the Meritain Health member portal! If you have not already created your username/password, you will need to do this to access this resource and the others available online.

³³<mailto:devwell@dickinson.edu>

³⁴<https://totara.dickinson.edu/course/view.php?id=429>

- 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/>

Meritain Health³⁵ > *Tools and Resources* > *Health Tools* > *My Wellness* (GO) > **My Health > *Health Assessment***

**Not a Meritain Health participant? Visit the HRA course in Totara³⁶ for other HRA online options!*



HealthAdvocate is a service offered for 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. Complete information about the service is available at Health Advocate's website³⁷.

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)³⁸. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

May

- **Thursday, May 11 | noon - 1 p.m. | Attention to Detail: Financial Finishing Touches for Women**

³⁵<https://account.meritain.com/>

³⁶<https://totara.dickinson.edu/course/view.php?id=429>

³⁷<http://www.healthadvocate.com/>

³⁸<https://www.tiaa.org/webinars>

- **Wednesday, May 17 | noon - 1 p.m. | Write Your Next Chapter: 5 Steps to Setting Your Retirement Date**

June

- **Wednesday, June 7 | noon - 1 p.m. | Cyber Security: Help Protect You, Your Family, and Your Money**
- **Wednesday, June 14 | noon - 1 p.m. | Inside Money: Managing Income and Debt**
- **Wednesday, June 21 | noon - 1 p.m. | At Your Fingertips: Manage Your Money From Wherever You Are**
- **Wednesday, June 28 | noon - 1 p.m. | Make the Move Toward Long-Term Financial Security: Your Midcareer Retirement Check-In**



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 Matthew Young, Workplace Financial Consultant / Personal and Workplace Investing, at matthew.young2@fmr.com or call (973) 289-7694.

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

Fidelity Webinars

Fidelity understands that today's diverse workforce has a wide range of needs and that financial wellness is unique to every individual. They developed a series of educational programs to help get the most out of your benefits and meet your goals.

Click on the link(s) provided below to learn more about the webinar:

- **Wednesday, May 3 at 2 p.m. | Mindful Investing³⁹**
- **Thursday, May 4 at 2 p.m. | In the Money⁴⁰**
- **Tuesday, May 9 at 2 p.m. | Fidelity Viewpoints: Market Sense⁴¹**
- **Wednesday, May 10 at noon | The fundamentals of charting: Price and volume⁴²**
- **Wednesday, May 10 at 2 p.m. | There's more than one way to save for retirement⁴³**
- **Thursday, May 11 at noon | Insights Live: Navigating the markets' ups and downs⁴⁴**
- **Thursday, May 11 at 2 p.m. | In the Money⁴⁵**
- **Friday, May 12 at noon | Covering Crypto Livestream⁴⁶**
- **Tuesday, May 16 at 2 p.m. | Fidelity Viewpoints: Market Sense⁴⁷**
- **Tuesday, May 16 at 8 p.m. | Organize, plan, and own your future⁴⁸**
- **Wednesday, May 17 at noon | Generating income through Fixed Income⁴⁹**
- **Thursday, May 18 at 2 p.m. | In the Money⁵⁰**

³⁹<http://fidelityevents.com/mindful-investing-webinar>

⁴⁰<http://fidelityevents.com/inthemoney050423>

⁴¹<http://fidelityevents.com/marketinsights050923>

⁴²<http://fidelityevents.com/volume-and-price>

⁴³<http://fidelityevents.com/ways-to-save-for-retirement>

⁴⁴<http://fidelityevents.com/insightslivenavigating>

⁴⁵<http://fidelityevents.com/inthemoney051123>

⁴⁶<http://fidelityevents.com/covering-crypto-051223>

⁴⁷<http://fidelityevents.com/marketinsights051623>

⁴⁸<http://fidelityevents.com/tem-organize-plan-own>

⁴⁹<http://fidelityevents.com/genfixedincome>

⁵⁰<http://fidelityevents.com/inthemoney051823>

- **Thursday, May 18 at 4 p.m. |** Uncovering hidden gems to enhance your research⁵¹
 - **Tuesday, May 23 at noon |** Understand how to save for your child's education with a 529 plan⁵²
 - **Tuesday, May 23 at 2 p.m. |** Fidelity Viewpoints: Market Sense⁵³
 - **Tuesday, May 23 at 8 p.m. |** Retirement income planning⁵⁴
 - **Wednesday, May 24 at 1 p.m. |** Back to basics: Getting started with ETFs⁵⁵
 - **Thursday, May 25 at 2 p.m. |** In the Money⁵⁶
 - **Friday, May 26 at noon |** Covering Crypto Livestream⁵⁷
-

Medicare Services



Get your Medicare questions answered!

Medicare Transition Services⁵⁸

⁵¹<http://fidelityevents.com/heathers-hidden-gems-may23>

⁵²<http://fidelityevents.com/529education>

⁵³<http://fidelityevents.com/marketinsights052323>

⁵⁴<http://fidelityevents.com/tem-retirement-income-planning>

⁵⁵<http://fidelityevents.com/backtobasics-etfs>

⁵⁶<http://fidelityevents.com/inthemoney052523>

⁵⁷<http://fidelityevents.com/covering-crypto-052623>

⁵⁸<https://www.medicaretransitionservices.com/>

Visit Medicare Transition Services online to learn more about this benefit as you plan your retirement and think about medicare.

Medicare Transition Services Guidebook⁵⁹

Explore and review this guidebook provided by Medicare Transition Services as you begin to plan for your retirement.

Community | For the Greater Good



⁵⁹https://www.dickinson.edu/download/downloads/id/12871/medicare_transition_services_guidebook.pdf



There's no need to have your own yard sale! You can donate your unwanted items and support United Way through the U-Turn Program partnership with Dickinson.

Accepted items are clothing, children's toys, shoes, kitchen/bed/bath items, rugs, lamps, fans, furniture, sporting goods, small appliances (working), etc. Items must be clean and usable for resale. For more information, contact: uturn@dickinson.edu⁶⁰.

Faculty and staff must drop off items at the designated U-Turn trailer when volunteers are there to accept items. No pickups are available.

Dickinson Faculty & Staff Collection Days 2023:

- **Saturday, May 13 | 12:30-3 p.m. | Trailer at Dickinson Park**
- **Thursday, May 18 | 12:30-3 p.m. | Trailer at Dickinson Park**
- **Friday, May 19 | 12:30-3 p.m. | Trailer at Dickinson Park**
- **Wednesday, June 7 | 9 a.m. - 2 p.m. | Carlisle Fairgrounds Building T**
- **Thursday, June 8 | 9 a.m. - 2 p.m. | Carlisle Fairgrounds Building T**

⁶⁰<mailto:uturn@dickinson.edu>

Carlisle Downtown Mile



Registration is NOW OPEN for the 12th Annual Carlisle Downtown Mile⁶¹, sponsored by UPMC! Join us for this one mile run/walk along High Street in downtown Carlisle on **Thursday, May 18, 2023.**

For the 12th consecutive year, Employment Skills Center will host the Carlisle Downtown Mile to raise money for the center and its programs. All proceeds will benefit adult learners in our community.

Children, adults, and groups are encouraged to participate. There will be prizes and a post-race celebration. Race competitively or walk/run just for fun!

Click here⁶² to register!

For more information, contact:

⁶¹<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Frunsignup.com%2FRace%2FPA%2FCarlisle%2FCarlisleDowntownMile&data=05|01|shaffeca%40dickinson.edu|65fbc3efb7ff4cf458ec08db15e28f6c|6232b05576b94c139b88b562ae7db6fb|0|0|638127835048203217|Unknown|TWfPbGZsb3d8eyJWljoIMC4wLjAwMDAiLjCjQljoiv2luMzliLCJBtil6lk1haWwiLCJXVCI6Mn0%3D|3000||&sdata=ega%2BDFy3EXAzSax0z5RE7KXwL6jIAM51f%2F1u4E6M2Yk%3D&reserved=0>

⁶²<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Frunsignup.com%2FRace%2FPA%2FCarlisle%2FCarlisleDowntownMile&data=05|01|shaffeca%40dickinson.edu|65fbc3efb7ff4cf458ec08db15e28f6c|6232b05576b94c139b88b562ae7db6fb|0|0|638127835048359452|Unknown|TWfPbGZsb3d8eyJWljoIMC4wLjAwMDAiLjCjQljoiv2luMzliLCJBtil6lk1haWwiLCJXVCI6Mn0%3D|3000||&sdata=O%2BSVgmdjSxiSymaoTpg%2BLReq0OWvXDufyNtjGe%2BoQ6k%3D&reserved=0>

Brian Emert⁶³, Race Director

717-243-6040 x4430

**LOCAL BUSINESS
COMMUNITY FOCUS**
WORKING TOGETHER WITH DICKINSON



**20 N. HANOVER
STREET, CARLISLE**

**10% DISCOUNT
WITH DICKINSON ID**

5 REASONS TO GO TO C-LUV THRIFT!

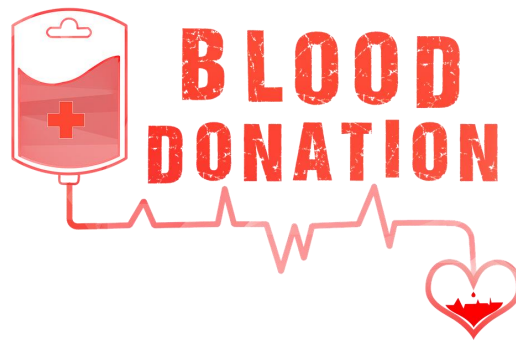
- ✓ **SAVE MONEY**
- ✓ **SELL YOUR ITEMS**
- ✓ **VALUE SUSTAINABILITY**
- ✓ **THRIFT SHOPPING IS FUN**
- ✓ **SUPPORT LOCAL BUSINESS**

WWW.C-LUV.COM

  **CLUVTHRIFT**

Community Blood Drives

⁶³<https://RaceDIR@employmentskillscenter.org>



Central Pennsylvania Blood Bank

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

- **Cumberland County Blood Drives⁶⁴**
- **Geisinger 65 Forward | Reedsville, PA | Blood Drive⁶⁵**
- **Perry County Blood Drives⁶⁶**

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

⁶⁴https://www.dickinson.edu/download/downloads/id/12731/central_pennsylvania_blood_bank_cumberland_county_blood_drives.pdf

⁶⁵https://www.dickinson.edu/download/downloads/id/14639/central_pennsylvania_blood_bank_geisinger_65_forward_reedsville_pa.pdf

⁶⁶https://www.dickinson.edu/download/downloads/id/12734/central_pennsylvania_blood_bank_perry_county_blood_drives.pdf

Down on the Farm



From the Farm to your Kitchen – Sign-Up Now for Dickinson Vegetable Shares



Dickinson College Farm CSA (Campus Supported Agriculture) signups are now open. Fully customized vegetable shares each week with options for a 24 or a 30-week season beginning in May. Pick up weekly or every other week at the Farm or on campus. Our produce is certified organic and freshly harvested. Beef, lamb, eggs and other tasty surprises are also offered. Let us share a taste of farm goodness with you!

To sign up or to learn more about the benefits associated with becoming a CSA member, please visit the Dickinson College Farm blog⁶⁷ or contact Mary Silva at farm@dickinson.edu⁶⁸.

⁶⁷<http://blogs.dickinson.edu/farm/csa/>

⁶⁸<mailto:farm@dickinson.edu>



Grass-Fed Beef

Our grass-fed beef is available at Dickinson College's Meat Store site⁶⁹. Pick-ups on Tuesdays and Fridays noon to 5 p.m. at the Farm or with your CSA pick up.



The Farm Works store is located at 169 West High Street (just around the corner from Denny Hall). Stop by for freshly prepared soups, salads, and sustainable goods. You can also purchase fresh from the farm produce when available.

⁶⁹<https://dcorganicfarm.square.site/>

Please note that Farm Works will only be open from 11:30 a.m. to 1:30 p.m. starting Monday, May 8.

Visit Dickinson Farm Works online⁷⁰ for current menu and more information.

Warm Weather Hours for Farmers on the Square



Updated hours starting in May: You can visit vendors on the square each ***Wednesday from 3-7 p.m.***

The College Farm will be there with fresh vegetables, canned goods, and farm pizza!

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

Nutrition Corner



Mediterranean Diet



This eating style is more plant-based with healthy fats, grains, and protein. If you search for the best diet for weight loss or heart health, it is likely you will find the Mediterranean Diet at the top of the list. Let's steer away from the word "diet" and rephrase this title: ***Heart Healthy Eats!***

Eating styles vary between the countries that border the Mediterranean Sea. Food choices include:

- plenty of fruits, vegetables, bread and other grains, potatoes, beans, nuts and seeds;
- olive oil as a primary fat source; and
- dairy products, eggs, fish and poultry in low to moderate amounts

Learn more by clicking here⁷¹.

Source: American Heart Association⁷²

⁷¹https://www.heart.org/en/healthy-living/healthy-eating/eat-smart/nutrition-basics/mediterranean-diet?utm_source=healthy+for+good+fy+2122&utm_medium=email&utm_campaign=CP_HFG_Send_2_041923&utm_content=hero+cta&sc_campaign=7BEAEDB1401C4FE788C6A3E0085A3528

⁷²https://www.heart.org/en/healthy-living/healthy-eating/eat-smart/nutrition-basics/mediterranean-diet?utm_source=healthy+for+good+fy+2122&utm_medium=email&utm_campaign=CP_HFG_Send_2_041923&utm_content=hero+cta&sc_campaign=7BEAEDB1401C4FE788C6A3E0085A3528

Chunky Artichoke-y Salad

Artichoke hearts, sweet bell peppers, and olives, on a bed of greens! YES, PLEASE!!!

Click here⁷³ for recipe details!

Source: American Heart Association⁷⁴



<https://youtu.be/5Eo9PqiSsew>

⁷³https://recipes.heart.org/en/recipes/chunky-artichoke-y-salad?utm_source=healthy+for+good+fy+2122&utm_medium=email&utm_campaign=CP_HFG_Send_2_041923&utm_content=Recipe+cta&sc_camp=7BEAEDB1401C4FE788C6A3E0085A3528

⁷⁴https://recipes.heart.org/en/recipes/chunky-artichoke-y-salad?utm_source=healthy+for+good+fy+2122&utm_medium=email&utm_campaign=CP_HFG_Send_2_041923&utm_content=Recipe+cta&sc_camp=7BEAEDB1401C4FE788C6A3E0085A3528



Free Blood Pressure Screenings



Monday, May 8 | 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!

Carlisle Family YMCA - Special Discount



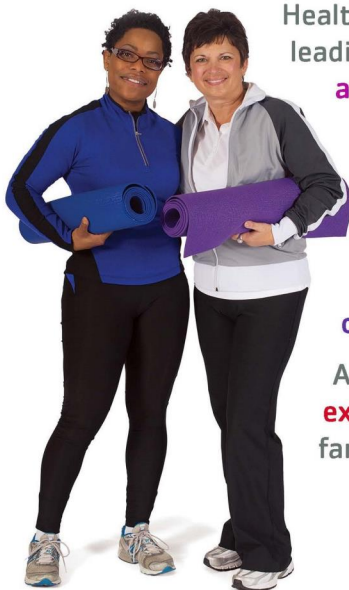
The Carlisle Family YMCA offers *discounted memberships (20% off)* for Dickinson College *employees*. The discount is good for employees who are current members of the YMCA and for employees who become new members. Employees interested in the discounted membership rate should contact the YMCA membership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

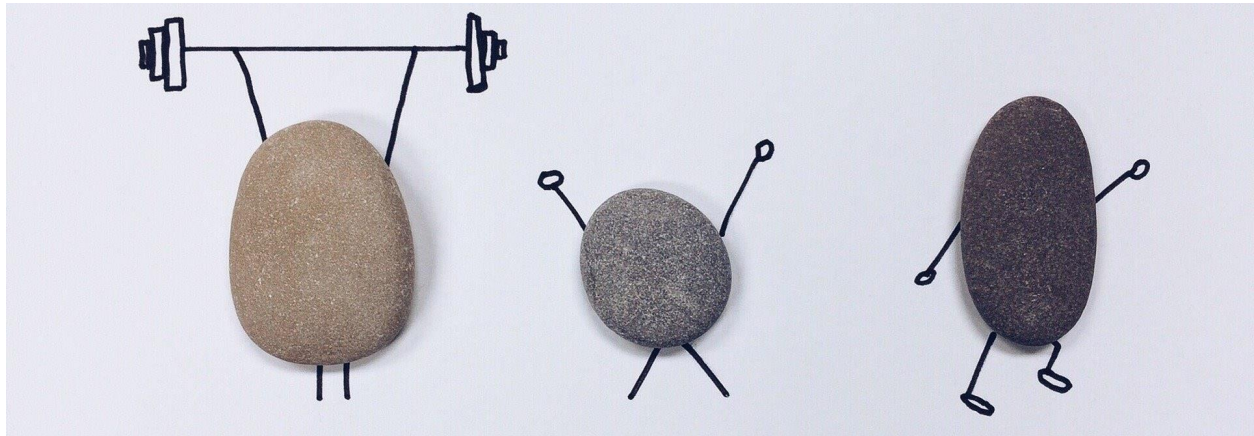
Eligible Categories	Monthly Rate
Young Adult	\$26.40
Adult	\$30.40
Senior Adult	\$28.80
2 Adults^	\$46.40
1 Adult with Dependents^	\$51.20
2 Adults with Dependents^	\$55.20
2 Senior Adults^	\$44.80
1 Senior Adult with Dependents^	\$47.20
2 Senior Adults with Dependents^	\$49.60

^ 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.

Wellness@Dickinson Fitness Programs



Fitness Challenge: 31 Miles for Mom (or a loved one) in May!



May is the perfect time to celebrate moms *or a loved one* and get some exercise.

Join the American Heart Association's 31 Miles for Mom in May⁷⁵ challenge!

⁷⁵<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclick.heartemail.org%2F%3Fqs%3D788aec7fe91d92f0306762c24a9839c6ecf83e9fc8709187c9df631acb977aa69082b4b1e906560a2330f95009e4c8a16a77dcb125f11ae6724ba1e54522c7ca&data=05|01|shaffeca%40dickinson.edu|197cc2c168a54930e0e508db3c1e52e3|6232b05576b94c139b88b562ae7db6fb|0|0|638169873184365662|Unknown|TWfPbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D|3000||&sdata=lvXPZDYZal4qHY%2FAfgKsqdDdpxTiJqE8z0yPO%2BMYZs%3D&reserved=0>

Beginning May 1, **join the American Heart Association** by walking, running, or biking for an average of 1 mile every day in May in honor of your mom *or a loved one*.

Exercise is one of the best ways to help prevent heart disease, America's No. 1 killer, so you'll be lowering your risk while celebrating Mom *or a loved one*!

Register now⁷⁶ to join their Facebook group and show your love for your mom *or loved one* while taking care of yourself, too!

American Heart Association - 2023 Heart Walk



Join us for Dickinson's Heart Walk on Sunday, September 10!

This event will be held **ON CAMPUS** and separate from the Capital Region Heart Walk, which is scheduled on a weekday. Since we will/would be hosting our own event – we can select the start/end times and make it truly Dickinsonian for our campus community. More information will be provided soon!

⁷⁶<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclick.heartemail.org%2F%3Fqs%3D788aec7fe91d92f0a1aa7676493a3a6833d816480f3269044b59a723d44feb64db6def51368d2c46d7bf83f2d044dae59989702f1a137ed0b68aca139d5b85f3&data=05|01|shaffeca%40dickinson.edu|197cc2c168a54930e0e508db3c1e52e3|6232b05576b94c139b88b562ae7db6fb|0|0|638169873184365662|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwmMDAiLCJQljoiv2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=nqa8v%2Bf%2Bm2e0Q1ozDh7vlgM01PD0Puuc6ERWzzZJQfw%3D&reserved=0>

The American Heart Association (AHA) website for TEAM Dickinson⁷⁷ is already set-up – but it currently does not show our on-campus date since there are still a few details to work through with the AHA. It is ready for anyone who truly wants to participate and sign-up now. Simply Click the link below to access and register now – and recruit your fellow Dickinsonians to have some fun with you!

Register NOW: <http://www2.heart.org/goto/TeamDickinson2023>

Campus Fitness Programs



Wellness programs offered for the spring semester began in February and will be wrapping up in early May.

Spring Semester Fitness Programs

Water Aerobics⁷⁸ | **Mondays from 5 - 6 p.m. | Kline Center Pool** (*through May 8*)

Vinyasa Flow Yoga⁷⁹ | **Wednesdays from noon-1 p.m. | HUB Dance Studio** (*through May 10*)

Campus Recreation & Athletics Group Fitness Program Offerings:

Zumba⁸⁰ | **Tuesdays and Thursdays from 4-5 p.m. | HUB Dance Studio** (*through May 4*)

⁷⁷<http://www2.heart.org/goto/TeamDickinson2023>

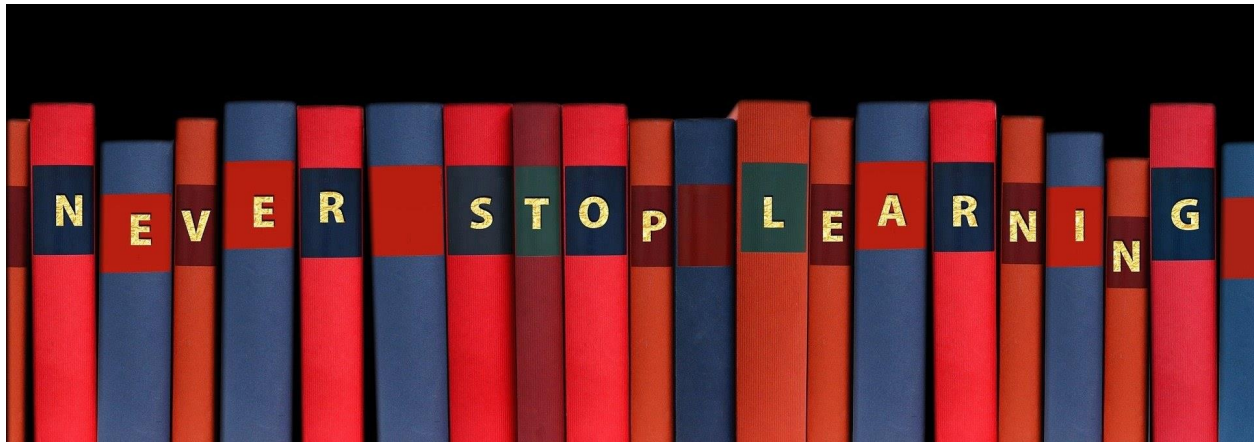
⁷⁸<https://totara.dickinson.edu/course/view.php?id=21>

⁷⁹<https://totara.dickinson.edu/course/view.php?id=88>

⁸⁰<https://dickinson.campuslabs.com/engage/events?query=zumba>

For questions or assistance with registrations, please send an email to devwell@dickinson.edu⁸¹ or call ext. 8084.

Professional Development



Protecting Our Community



Wednesday, May 10 | 10-11:30 a.m. | HUB Side Room 202

Dickinson College is committed to providing a supportive working environment for all employees. On a biennial 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

⁸¹<mailto:devwell@dickinson.edu>

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 here⁸² to **register for the *interactive, in-person session*** in Totara. Select "sign-up" for the session.

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.edu⁸³ or contact Carol Shaffer at ext. 1152.

NEW OpenSesame Courses and Programs



Did you know that Totara has a plethora of online courses FREE to employees of Dickinson College?

⁸²<https://totara.dickinson.edu/course/view.php?id=31>

⁸³<mailto:devwell@dickinson.edu>

No? Well read on!

For those that answered yes, take a look at the new courses that were recently added!

Please be advised that while the training is free to employees, the College is charged for each program viewed. Please be sure to read the course description before entering the course.

Developing Goals - Do you struggle with writing goals for yourself or is the first time you must assign a goal to an employee? Don't worry, we got you!

SMART Goal Setting:⁸⁴ Setting goals is a lot like pulling up a map and selecting your destination. There's a place in the future pointing to where you want to go, and you need to decide how you're going to get there.

In this short module we'll look at how to structure goals using the SMART formula.

Introduction to creating goals in Totara: This PDF document contains step-by-step instructions on how to create goals for the next performance review period.

- For employees⁸⁵
- For managers⁸⁶



⁸⁴<https://totara.dickinson.edu/course/view.php?id=320>

⁸⁵<https://totara.dickinson.edu/course/view.php?id=16>

⁸⁶<https://totara.dickinson.edu/course/view.php?id=15>

Employee Development - Do you have a few areas that you would like to improve upon or maybe you would like to work on a specific goal for the next performance review period?
Improve your technical skills! Gain knowledge or refresh your soft skills!

Emotional Intelligence:

May is Mental Health Awareness month. Learn how emotional intelligence helps to reduce stress, prevents conflict, and encourages better work relationships. Understand how the awareness of emotions can affect your everyday interactions, particularly within the workplace. Click on the links below to access the course(s) or search for "emotional intelligence" in Totara. The Emotional Intelligence series includes:

- 01: What Is Emotional Intelligence⁸⁷
- 02: Developing Self-Awareness⁸⁸
- 03: Developing Self-Regulation⁸⁹
- 04: Developing Self-Motivation⁹⁰
- 05: Developing Empathy⁹¹
- 06: Developing Effective Relationships⁹²
- 07: Using DISC to Anticipate Emotions⁹³
- 08: How to Improve Your Emotional Intelligence⁹⁴
- 7 Ways to Improve your Emotional Intelligence⁹⁵
- Emotional Intelligence (Micro-Course)⁹⁶

⁸⁷<https://totara.dickinson.edu/mod/scorm/view.php?id=1973>

⁸⁸<https://totara.dickinson.edu/mod/scorm/view.php?id=1967>

⁸⁹<https://totara.dickinson.edu/mod/scorm/view.php?id=1969>

⁹⁰<https://totara.dickinson.edu/mod/scorm/view.php?id=1964>

⁹¹<https://totara.dickinson.edu/mod/scorm/view.php?id=1970>

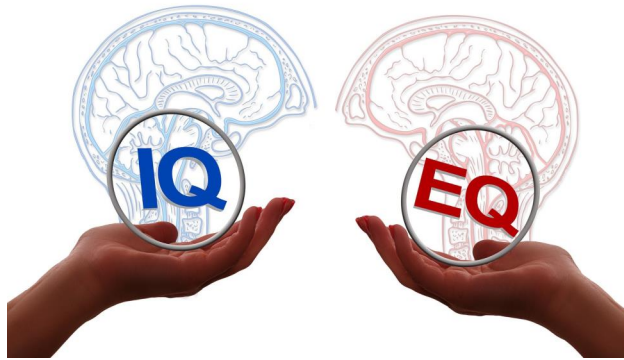
⁹²<https://totara.dickinson.edu/mod/scorm/view.php?id=1966>

⁹³<https://totara.dickinson.edu/mod/scorm/view.php?id=1965>

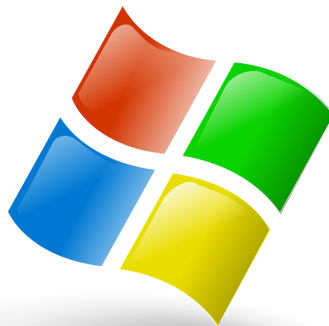
⁹⁴<https://totara.dickinson.edu/mod/scorm/view.php?id=1972>

⁹⁵<https://totara.dickinson.edu/mod/scorm/view.php?id=1971>

⁹⁶<https://totara.dickinson.edu/mod/scorm/view.php?id=1968>



Receptionist/Customer Service Skills⁹⁷: Just the first few minutes of interaction with a customer or visitor, the tone is set for the company. The modern receptionist serves as a crucial central coordination point for the organization and their contacts with clients, suppliers and customers.



⁹⁷<https://totara.dickinson.edu/mod/scorm/view.php?id=2687>

Microsoft Office 365

Office 365 Overview:⁹⁸ Get more from your Microsoft Office 365 subscription. This training course familiarizes you with the productivity suite's user environment, valuable features, and core applications.

Office 365 Core Applications:⁹⁹ This course shows you how to work with Microsoft Word, Excel, and PowerPoint in Office 365, and highlights the key differences in using these applications online.

Office 365 SharePoint Sites:¹⁰⁰ This training course focuses on the platform's core document management and collaboration features, along with what's unique to this cloud-based version.

Office 365 OneDrive:¹⁰¹ This course demonstrates how to utilize Office 365 OneDrive, a cloud-based storage solution that allows you to easily access and share your files from any internet-connected device.

More Office 365 Applications:

You are able to locate more Office 365 applications in Totara by clicking on *Find Learning and* entering *Office 365* in the search box.

- Office 365 Planner¹⁰²
- Office 365 Sway - Beginner¹⁰³
- Office 365 Teams¹⁰⁴
- Office 365 Teams - Beginner¹⁰⁵

⁹⁸<https://totara.dickinson.edu/course/view.php?id=285>

⁹⁹<https://totara.dickinson.edu/course/view.php?id=267>

¹⁰⁰<https://totara.dickinson.edu/course/view.php?id=326>

¹⁰¹<https://totara.dickinson.edu/course/view.php?id=286>

¹⁰²<https://totara.dickinson.edu/course/view.php?id=268>

¹⁰³<https://totara.dickinson.edu/course/view.php?id=271>

¹⁰⁴<https://totara.dickinson.edu/course/view.php?id=153>

¹⁰⁵<https://totara.dickinson.edu/course/view.php?id=270>

Microsoft Excel

Recently, the Quantitative Reasoning Center offered a variety of Excel workshops for staff:

- Excel Basics
- Formulas & Data Manipulation
- Data Visualizations

The sessions were informative and an excellent way to refresh previous knowledge! If you participated in the sessions and would like to dive a little deeper in your Excel learning, below are courses available in Totara, through OpenSesame. If your schedule did not permit you to participate, these courses are available for you too!

- Excel 365 Beginner¹⁰⁶
- Excel 365 Intermediate¹⁰⁷
- Excel 365 Advanced¹⁰⁸



¹⁰⁶<https://totara.dickinson.edu/course/view.php?id=336>

¹⁰⁷<https://totara.dickinson.edu/course/view.php?id=337>

¹⁰⁸<https://totara.dickinson.edu/course/view.php?id=338>

Diversity, Equity, and Inclusion

DEI is (*but not limited to*) understanding, embracing, and accepting those of all racial, sexual, gender, religious, and socioeconomic backgrounds. Below are a few new OpenSesame courses recently added to our *Inclusivity* library. If you would like to search for more, click on the ***Inclusivity*** tag in Totara.

Developing Your Culture: Cross-Cultural Considerations:¹⁰⁹ This course is designed to help you engage respectfully and successfully with people of any culture, whether they are new coworkers, vendors, or partnering companies. In this course, we discuss how you can do just that by being more aware, accepting, flexible, and willing to communicate in a positive and respectful manner.

Microaggressions:¹¹⁰ Microaggressions reinforce underlying stereotypes of assumptions about a marginalized or minority group of people. Although the intent of microaggressions is not usually to cause harm, the reality is that they do just that. In this course, we will define microaggressions and look at the impact they have on groups of people.

Ouch! That Stereotype Hurts:¹¹¹ The Ouch! program explores the impact of bias and stereotypes. It explains why people don't speak up and shows how everyone is impacted by this silent collusion.

Gender Identity: What Does LGBTQIA+ Mean?:¹¹² When discussing gender identity and sexual orientation it's common to hear acronyms used to reference different groups, orientations, and identities. In this course we'll help you understand the pieces that make up the LGBTQIA+ acronym.

¹⁰⁹<https://totara.dickinson.edu/course/view.php?id=442>

¹¹⁰<https://totara.dickinson.edu/course/view.php?id=441>

¹¹¹<https://totara.dickinson.edu/course/view.php?id=440>

¹¹²<https://totara.dickinson.edu/course/view.php?id=439>

LGBTQ in the Workplace 01. Understanding Pronouns:¹¹³ In this course, we will discuss pronouns and how they relate to gender identity. We use pronouns all the time in casual conversation to identify people. But when it comes to gender identity, these pronouns can be difficult to navigate.

Disability Etiquette (Micro-Course - UK):¹¹⁴ This course uses a combination of original drama and real-life stories to demonstrate how we can all interact more effectively and sensitively with disabled colleagues and customers and ensure that we provide them with appropriate support and assistance.



Supervisory and Management Focused Courses and Programs - Investing in your professional development through leadership training can help you gain the skills you need to lead effectively!

New Supervisor Training Program

This program is intended for staff members who recently transitioned into a supervisory or leadership role. Employees seeking to refresh or expand their supervisory/leadership skills are also welcome to participate in this online training resource.

Please request to be enrolled in the program by emailing devwell@dickinson.edu¹¹⁵. Learners will receive an automated message from Totara to confirm enrollment.

¹¹³<https://totara.dickinson.edu/course/view.php?id=438>

¹¹⁴<https://totara.dickinson.edu/course/view.php?id=437>

¹¹⁵<mailto:devwell@dickinson.edu>

Once enrolled in the program, employees have 90 days to complete the required course sets. In-person training is available as well and is offered annually. Please watch for an announcement to sign-up for the next Preparing for a Role in Supervision workshop.

Employees completing this program will receive a certificate of completion from Human Resource Services.

Coaching Skills

Unlock your leadership potential by completing one or more of the OpenSesame courses below:

1. Introduction¹¹⁶
2. The Rookie¹¹⁷
3. The Contributor¹¹⁸
4. The Key Player¹¹⁹
5. The Captain¹²⁰
6. The Coaching Conversation¹²¹

Each course has a four minute video, downloadable student materials, and a quiz to review key concepts.

Managing Up¹²²: In this course for managers, you'll discover how to build rapport with your superiors to create meaningful, advantageous relationships that will enhance your career. We'll cover what, why, and how of this leadership approach and outline key steps for developing worthwhile relationships with those above you.

¹¹⁶<https://totara.dickinson.edu/course/view.php?id=245>

¹¹⁷<https://totara.dickinson.edu/course/view.php?id=246>

¹¹⁸<https://totara.dickinson.edu/mod/scorm/view.php?id=660>

¹¹⁹<https://totara.dickinson.edu/course/view.php?id=248>

¹²⁰<https://totara.dickinson.edu/course/view.php?id=249>

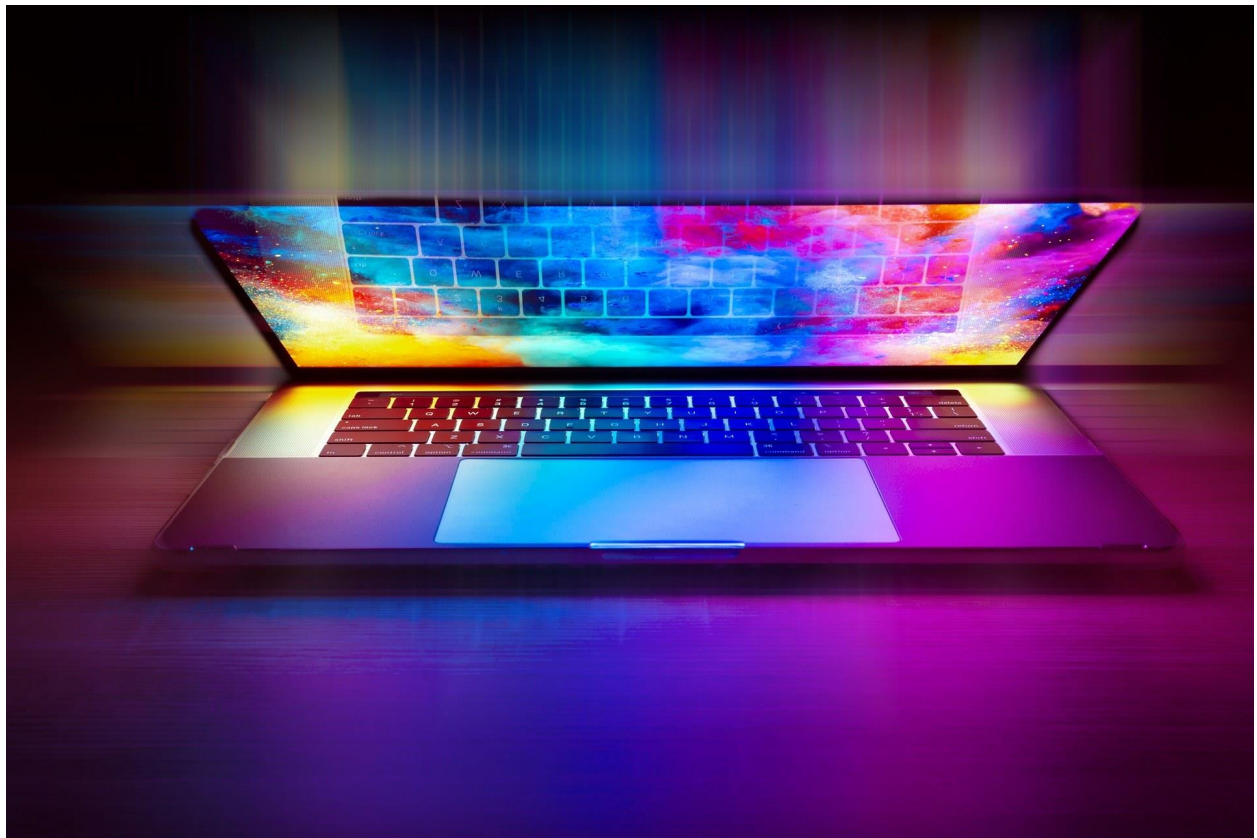
¹²¹<https://totara.dickinson.edu/course/view.php?id=250>

¹²²<https://totara.dickinson.edu/course/view.php?id=446>



*Are you **looking for something more?** Tell us! OpenSesame's course catalog is extensive. If there is a specific course topic that you would like Human Resource Services to consider, please let us know by emailing devwell@dickinson.edu¹²³.*

Information and Technology Services



¹²³<mailto:devwell@dickinson.edu>

TechNews



Are you challenged with all of the constant technology updates and changes? Looking for a few quick tips or information to help with your technology abilities? Check out the **TechNews** portal in OneDrive! TechNews is filled with very quick reads and 2-3 minute videos that include common uses, answers to the most common questions we receive, what to use when, as well as helpful tips and tricks. Click to learn more now¹²⁴!

¹²⁴<https://dickinson0.sharepoint.com/sites/TechNews>

Contact Us



Wellness Program | Monthly Incentive Prize Winners

Congratulations to Andrea Britton, *Individual Giving* for being randomly selected as the incentive winner for the month of March. The 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.edu¹²⁵ or call ext. 8084.

Wellness Incentive Taxability Notification

We thank you for being an active participant in the wellness programs at Dickinson College. We value all employees and offer a variety of programs throughout the year to encourage wellbeing while offering educational, fun opportunities to engage the mind and body while creating a positive inclusive social environment for the campus community. We hope you enjoy participating in these programs and events throughout the academic/fiscal year.

In recognition and appreciation of your participation in the wellness programs, we offer healthy reward incentives. As a reminder, in accordance with IRS regulations, awards and gifts to employees from the college are considered taxable income and the college is required to withhold taxes.

The value of your incentive(s) will be added to your income through payroll, which could result in a decrease in your net pay because of additional tax withholdings on the value or dollar amount. The tax withholding will coincide with the payroll period closest to the date that you receive your annual incentive reward. Please contact payroll with any questions related to this additional withholding.

Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the Gateway¹²⁶ or by contacting Human Resource Services. To offer an equal opportunity for all

¹²⁵<mailto:devwell@dickinson.edu>

¹²⁶<https://gateway.dickinson.edu/>

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 policy¹²⁷ 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 Guide¹²⁸

Dickinson/Biking¹²⁹

Dickinson/College Farm¹³⁰

Dickinson/Sustainability¹³¹

TechNews¹³²

Trout Gallery¹³³

Theatre & Dance¹³⁴

Campus Announcements¹³⁵

Campus Events Calendar¹³⁶

¹²⁷http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

¹²⁸[http://www.dickinson.edu/info/20043/about/1562/dickinson "how to" guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_how_to_guide)

¹²⁹<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

¹³⁰<http://www.dickinson.edu/collegefarm>

¹³¹<http://www.dickinson.edu/sustainability>

¹³²<https://dickinson0.sharepoint.com/sites/TechNews>

¹³³<http://www.troutgallery.org/>

¹³⁴<https://www.dickinson.edu/theatreanddance>

¹³⁵<https://www.dickinson.edu/announcements>

¹³⁶<http://www.dickinson.edu/events>



HUMAN RESOURCE SERVICES

7 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu¹³⁷

Human Resource Services Website¹³⁸

¹³⁷ <mailto:devwell@dickinson.edu>

¹³⁸ https://www.dickinson.edu/homepage/122/human_resource_services