



Summer 2023

Dickinson 

HUMAN RESOURCE SERVICES

1 - Volume XVII | Issue 10

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

JUNETEENTH



<https://youtu.be/6FX-lisvrj8>

JUNETEENTH CELEBRATION



Juneteenth Luncheon

Tuesday, June 20 | noon-1 p.m.

Stern Center Patio

Join us for a Juneteenth commemoration event hosted by the Popel Shaw Center and the Division of Diversity, Equity and Inclusion.

Enjoy food, fun, music and a presentation on the history and significance of Juneteenth!

RSVP by Friday, June 16

Click the Juneteenth Luncheon RSVP link¹ or the scan the RSVP QR Code to sign-up.

¹<https://forms.office.com/r/TyaDLuRk1G>

**JOIN US IN THE
CELEBRATION OF**

JUNE TEENTH

FREEDOM DAY

DOWNTOWN CARLISLE
JUNE 17, 2023
FROM 1 PM - 4 PM



2 - Juneteenth at Carlisle Hope Station | Saturday, June 17²

Juneteenth (short for June 19), also known as Emancipation Day or Black Independence Day, commemorates the ending of slavery in the U.S. It is recognized in many states as a state holiday

²<https://www.carlislehopestation.org/events-2-1>

and special day of observance to celebrate African-American freedom, culture and achievement, while encouraging continuous self-development and respect for all cultures.

Here are a few ways you can honor ***Juneteenth***:

Participate in Juneteenth events in your community. Attend Juneteenth free lectures and discussions. (***Join community members in Carlisle at Hope Station*** to celebrate Juneteenth on Saturday, June 17!³)

Learn about—and support—policies, new ventures, and organizations that promote and protect the freedom and civil rights of everyone. For example, volunteer for an organization or donate to groups dedicated to this mission.

Seek to understand the culture and history of slavery and emancipation. Tour historical sites that honor the abolishment of slavery and cultural institutions dedicated to creating awareness for racial equity. The National Park Service website offers information on the origins of Juneteenth⁴!

Deepen understanding and show support. Read historic and contemporary books written by Black authors and poets, listen to Black artists, and watch Black shows and movies.

Frequent Black-owned businesses: www.blackbusinessgreenbook.com/⁵

Click the link to find books to help your kids celebrate Juneteenth⁶.

For more information about the history of Juneteenth and ways to celebrate, visit:

<https://juneteenth.com/>

³<https://www.carlislehopestation.org/events-2-1>

⁴<https://www.nps.gov/articles/juneteenth-origins.htm>

⁵<http://www.blackbusinessgreenbook.com/>

⁶<https://www.nypl.org/blog/2022/06/02/books-commemorate-juneteenth-classroom>

Source: HealthAdvocate Blog⁷

Fizikaflex & Dickinson College 2023 Spring Into Fitness Challenge



Fizikaflex

The Spring Into Fitness Challenge (SIFC) at Dickinson College is an annual tradition that began in 2012 as a friendly, peer-institution challenge with other local colleges, and more recently transitioned to a campus wellness challenge for employees as well as students. For 2020 and 2021, the challenge became a virtual based challenge due to the COVID-19 pandemic, resulting in some innovation and collaboration with **Fizikaflex**! We continued using Fizikaflex for the 2023 spring challenge for a holistic approach to boosting healthy behaviors.

⁷<https://blog.healthadvocate.com/2022/05/juneteenth-ways-to-celebrate/>

For 2023, the SIFC started on Sunday, March 19 with **87 participants registered and ended with 77** as of Saturday, April 29. *(Ten participants did not provide data entry into the app during the six-week challenge.)* The majority remained and enjoyed camaraderie along with the fun events that took place to inspire overall wellbeing.

During the challenge, weekly events offered the chance to build both fitness and connectivity with other members of the campus community. The online **Fizikaflex** app provided a virtual platform for reporting participation data, while offering a great option for motivation through the personalized dashboard. Mini-teams formed during the registration process enabled participants to engage in fun mini-team challenges. Each week wellbeing focal points within the Fizikaflex app – Water, Sleep, Nutrition, Exercise & Fitness variety/intensity and Socialization – were highlighted to engage and promote healthy behaviors. Incentives and some prizes added to the fun and friendly competition to make this a great springtime event for the campus community.

Some of the outstanding healthy outcomes included tons of socialization and engaged team work along with the following:

- **60 of the 77 participants completed 150 minutes of exercise or more each week of the 6-week challenge, with many completing far more than this recommended amount. The most active mini-team participants had cumulative totals averaging between 210-757 or more minutes of activity per week. The real bonus is that ALL 77 participants were active!**
- *The challenge encouraged fitness for the entire campus community! There were 15 mini-teams.*
- **15 participants met the mini-challenge goal of 10,000 steps-a-day during the month of April.**
- **55 participants met the mini-challenge of walking a Marathon-in-a-Month during the month of April.**
- *Through a post-challenge survey, participants reported increases in healthy behaviors for quantity of exercise minutes, walking/steps, exercise/fitness activities, water consumption, and nutrition.*

Fizikaflex positively impacted all participants by encouraging healthy behaviors and increasing overall fitness for the campus community. The mini-teams gamified the challenge further and promoted virtual and live socialization within and between the teams, boosting the fun and providing an opportunity for increased motivation and inspiration! An added bonus for administering the Challenge included the automation for managing data through Fizikaflex.

SIFC Overall Outcomes and Standings



College Advancement almost claimed the Golden Sneaker trophy for 2023...but after a recount, the trophy remains with Finance & Administration for the 2023 Spring Into Fitness Challenge!

Mini-teams competed with each other for cumulative point totals garnering the highest level of fitness points within ***Fizikaflex***. All teams did a great job of inspiring each other within their teams and gained fitness and fun as a reward for their healthy competition spirit. ***Fizikaflex*** points were awarded based on data entered into the app for all areas of wellbeing!

- **No Spring Chicken** was voted the **best mini-team name** for 2023
- **Advancercisers** earned the **highest points** within **Fizikaflex**.
- **Naughty Fine Nine** won the **Most Spirited Mini-team award** for creating team t-shirts for the kick-off walk – and having the **most team participation at the kick-off for week #1!**
- **Risky Business** claimed week #2 for participation in the Sustainability & Global Ed Scavenger Hunt.
- **Success at All Cost** stepped up for week #3 **inviting a new staff member to join on National Walking Day for the mid-day walk.**
- **Serendipitous Alchemy Stars** froze the competition during week #4 and enjoyed a Rita's Italian Ice noontime walk.
- **No Spring Chicken** spring-cleaned their nutrition and ate up week #5.
- **Ketchup If You Can** had the highest average cumulative minutes per team member and won the ultimate week #6 mini-team standings.

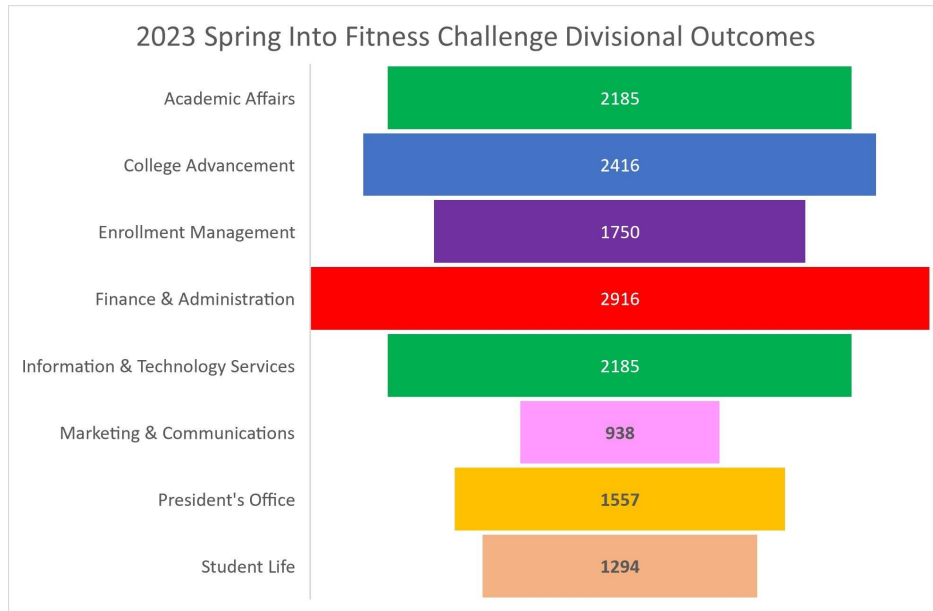
Individual Awards go to...

- **Sonya Wright, Dining Services**, for being the randomly selected winner of the Marathon in a Month challenge for Spring Into Fitness in April.
- **Kim Morgan, Individual Giving**, for being randomly selected as the 10K-steps-a-day challenge.
- **Beth Bachman, Enterprise Applications**, for the most exercise/active fitness minutes.
- **Mary Rhoades, Dining Services**, for having the HIGHEST cumulative steps during the challenge!

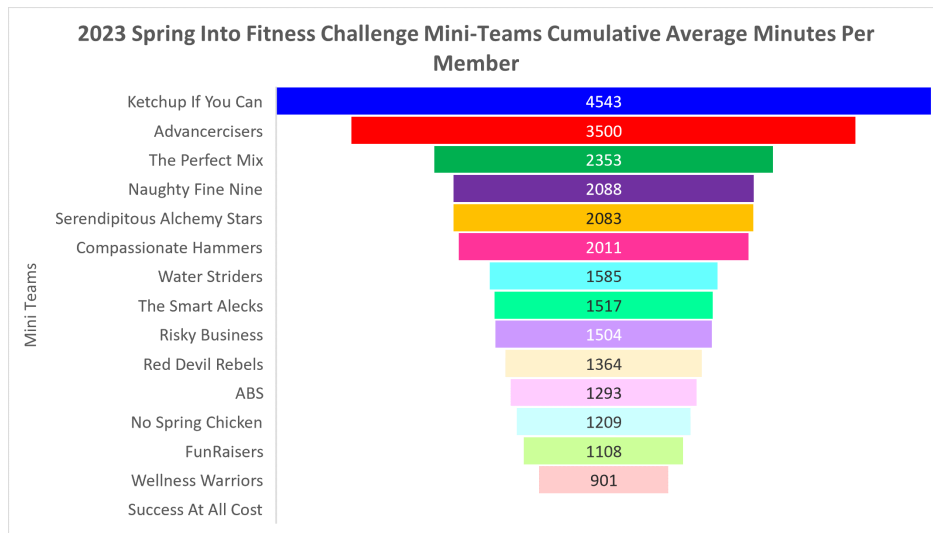
Randomly selected Fizikaflex participation awards – a 3-month subscription to the **Fizikaflex** app go to...

- **Allura Alonso, Financial Aid**
- **Kim Foltz, Dining Services**

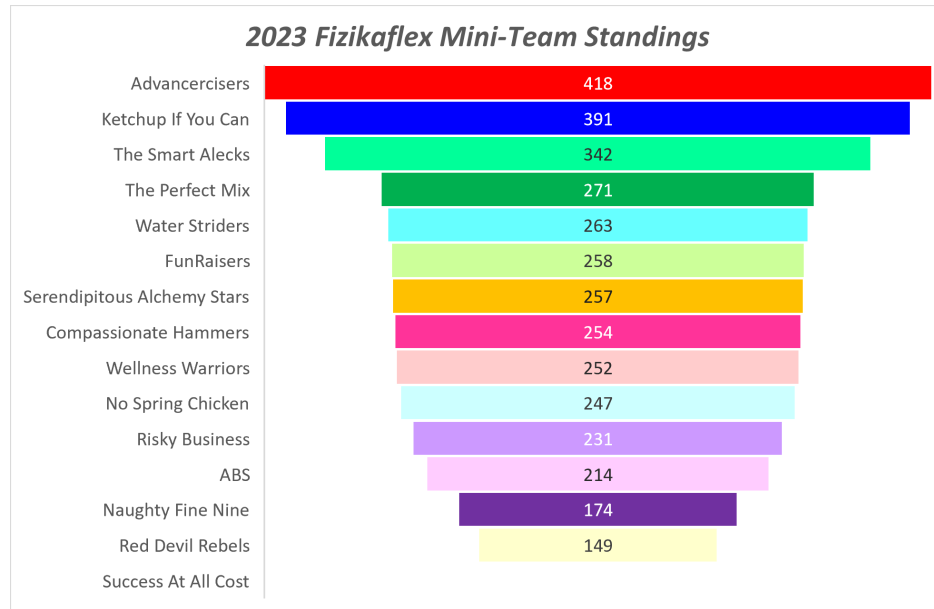
A special thank you to all who also completed the post-challenge survey – and congratulations to **Stephen Winn, Title IX Coordinator Office**, for being randomly selected for the **Denim Coffee gift card!**



Finance & Administration had the highest average cumulative minutes per participant.



Ketchup If You Can had the highest cumulative average mini-team member minutes.



The Advancercisers dominated in the Fizikaflex points, gaining a total of 418 for their first-place standings!

Employee Highlights



New Hires



May

Marisa Ahmadi, *Dining Services*

David Castro, *Dining Services*

Jere Harbold, *Athletics*

Kerri Thauby, *Earth Sciences*

Joe Weitzel, *Dining Services*

Retirements



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

Michael Fratantuono, *International Business & Management*

Charlie Hambrook, *Athletics*

Tullio Pagano, *Italian*

Susan Rose, *Sociology*

Norma Weston, *Dining Services*

Todd Wronski, *Theatre & Dance*

Employee Recognition Event



On Thursday, May 25, we recognized and congratulated employees of the college who will have completed five or more years of service as of July 1, 2023. Special recognition and thanks went out to Neil Weissman for his 48 years of full-time service! We thank all faculty and staff for your dedication and work in support of our mission.

** Number of years represents cumulative years of service as of July 1, 2023. Length of service is calculated to include all time worked for the college as a full or part-time employee, excluding breaks in service. Please note: years of service to be recognized as a "Senior of Old Bellaire" include full-time service only.*

40 YEARS OF DICKINSON SERVICE

NAME

Bova, Russell
Nichter, Don
Pohlman, Harry

DEPARTMENT

Political Science
Athletics
Political Science

35 YEARS OF DICKINSON SERVICE

NAME

Barker, Katie
Commins, David
Loeffler, Carol
Piper, Trudy
Rowe, Roger
Samet, Cindy
Wronski, Todd

DEPARTMENT

Chemistry
History
Biology
Registrar
Office of CASE
Chemistry
Theatre and Dance

30 YEARS OF DICKINSON SERVICE

NAME

Geiling, Jody
Hess, Shelley
Hontz, Jim
Roberts, Michael

DEPARTMENT

Children's Center
Office of Admissions
Music
Biology

25 YEARS OF DICKINSON SERVICE

NAME	DEPARTMENT
Ballew, Kathy	Advancement Services
Blyth, Jennifer	Music
Borges, Marcelo	History
Bowermaster, Tim	Facilities Management
Duza, Elena	Russian
Jin, Dengjian	International Business & Management
Koss, Lorelei	Mathematics and Computer Science
Lay, Eric	Facilities Management
Lieber, Andrea	Religion
Mastrangelo, Marc	Classical Studies
McPhail, Edward	Economics
Messerschmidt, Erich	Public Safety
O'Brien Dermott, Maureen	Library Services
Pound, Robert	Music
Richwine, Matthew	Athletics
Wetzel, Carol	Writing Program
Wills, Laura	Alumni Relations

20 YEARS OF DICKINSON SERVICE

NAME	DEPARTMENT
Arnold, Thomas	Biology
Barrick, Kristine	Center for Global Study & Engagemnt
Bartosik-Velez, Elise	Spanish
Bear, Heather	Library Services
Britcher, Cathryn	Children's Center
Brown, Marion	Dining Services
Bryant, Todd	Academic Technology
Carver, Linda	Kline Center
Diamant, Neil	Political Science
Diamond, Jeanette	Human Resource Services
Edwards, Ben	Earth Sciences
English, Lars	Physics and Astronomy
Forrester, Dick	Mathematics and Computer Science
Forrester, Jill	CIO Office
Helweg-Larsen, Marie	Psychology
Kongar, Ebru	Economics
Kushner, David	Biology
Love, Jennifer	Office of the President
Nolt, Janelle	Athletics
Pinsker, Matthew	History
Potteiger, Diane	Office of General Counsel
Rauhut, Anthony	Psychology
Rauhut, Meredith	Biology
Renault, Tara	Donor Engagement
Sagastume, Jorge	Spanish
Savolidis, Vickie	Dining Services
Seiler, Cotten	American Studies
Vogel, Timothy	Kline Center
Willow, Barbara	Children's Center

15 YEARS OF DICKINSON SERVICE

NAME	DEPARTMENT
Ambwani, Suman	Psychology
Boback, Scott	Biology
Boegel, Molly	Office of Admissions
Bohn, Darel	Facilities Management
Dean, Rob	Earth Sciences
Edlin, Nancy	Donor Engagement
Frohlich, Margaret	Spanish
Getty, Matthew	Office of Marketing & Communication
Gray, David	Public Safety
Guido, Michael	Public Safety
Haque, Kamaal	German
Houck, Debbie	Dining Services
Landis, Katie	Office of Associate Provost
Lee, Helene	Sociology
Lewis, Liz	Education
MacCormick, John	Mathematics and Computer Science
Maher, Chauncey	Philosophy
Marini Maio, Nicoletta	Italian
Marriott, Duane	Bookstore
McGaughey, Sarah	German
Ngong, Benjamin	French
Niblock, Missy	Biology
O'Neill, Christine	Chemistry
Pearson, Brett	Physics and Astronomy
Schaefer, Jennifer	Mathematics and Computer Science
Schaffer, Marianna	User Services
Skaggs, Sarah	Theatre and Dance
Steinbugler, Amy	Sociology
Swarner, Debi	Academic Advising
Van Volkenburg, Andrea	Public Safety
Wakefield, Harold	Facilities Management
Walker, Troy	User Services
Webb, Ed	Political Science
Wolff, Andy	Political Science

10 YEARS OF DICKINSON SERVICE

NAME	DEPARTMENT
Abu Shuleh, Mohammad	Middle East Studies
Bowman, Meta	Center for Civic Learning & Action
Brant, Kristi	Planned Giving
Cramer, Sam	Parents Program
Ford, Michele	Psychology
Frohlich, Elizabeth	Forum on Education Abroad
Haggerty, John	Public Safety
Harris, Angie	Dean of Students Office
Hoffman, Kate	Donor Engagement
Masimore, Kim	Athletics
McKay, Tracy	Mathematics and Computer Science
McNamara, Connie	Office of Marketing & Communication
Nenninger, Randy	Facilities Management
Niebler, Sarah	Political Science
O'Connell, David	Political Science
Sailer, Don	Library Services
Sias, Jim	Philosophy
Skilton, Samantha	Dining Services
Somers, Dana	Biology
Steirer, Greg	English
Strock, Kristin	Environmental Studies
Trego, Bill	Office of CASE
Underwood, Anthony	Economics

5 YEARS OF DICKINSON SERVICE

NAME	DEPARTMENT
Britton, Andrea	Individual Giving
Burnhisel, Bridget	Dean of Students Office
Crum, Levi	Facilities Management
Guertin, Kate	Office of Admissions
Hockersmith, Daniel	Chemistry
Kerstetter, Anna	Academic Technology
Kline, Laurie	Financial Operations
Lebo, Joel	Dining Services
Matic, Kat	Title IX Coordinator
Neiberg, Barbara	Music
Pohlman, Beth	Donor Engagement
Quayum, Sumaiya	Center for Sustainability Education
Richardson, Patti	Dining Services
Ruff, Skip	Facilities Management
Schweighofer, Katie	Women's and Gender Resource Center
Shaffer, Carol	Human Resource Services
Simmons, Nicole	Prospect Research
Stine, Missy	Wellness Center
Swartz, Jill	Public Safety
Wright, Sonya	Dining Services

Employee Announcements



Community Donut Socials | Tuesdays, June 6 - August 22

Enjoy the company of colleagues and some donuts!

Please come to Bosler Porch each Tuesday this summer from 9-10 a.m. to enjoy the company of colleagues and some donuts!



2023-2024 Benefits Overview⁸

This video provides an overview of the benefits for the upcoming 2023-2024 fiscal and academic year to help share information about benefit options available to full-time employees.

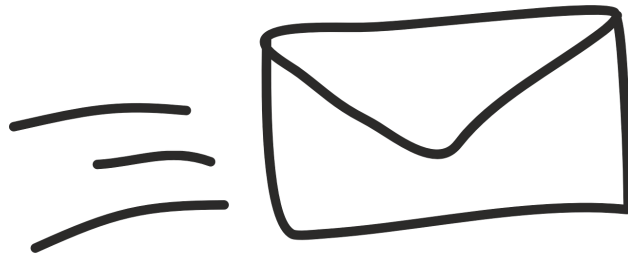
A PowerPoint⁹ presentation is also available!

IMPORTANT: NEW HEALTH & PRESCRIPTION BENEFIT CARD

If you are enrolled in Meritain health insurance, new cards will be mailed to all members in June/July due to the change from CVS caremark to Optum Rx.

⁸<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.brainshark.com%2Fbenefitadvisorsnetwork%2Fvu%3Fpi%3DzHpzetUJ9zYi4uz0&data=05|01|spencer%40dickinson.edu|3d2acd73b67b4350333f08db557dc22a|6232b05576b94c139b88b562ae7db6fb|0|0|638197771150539063|Unknown|TWfPbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D|3000||&sdata=bSDleijn4B22OHVWC%2FFyloNrl6HbW1o6ROwRulqeefU%3D&reserved=0>

⁹https://www.dickinson.edu/download/downloads/id/14661/2023_oe_presentation.pptx



COVID-19: What You Need to Know



The COVID-19 emergency declaration ended on Thursday, May 11. While it is no longer a public health emergency, COVID-19 is still a concern and we must continue to be diligent in slowing the spread:

- Stay up to date on COVID-19 vaccinations
 - *COVID-19 continues to be a threat to those with underlying health conditions and puts them at high risk of severe illness.*
- Use at-home tests if you believe you have been exposed or have symptoms
- Stay at home if you are sick

- Wear a well-fitting mask around others for five (5) days upon return to the workplace after testing positive or for 10 days after exposure

Free test kits are still available for full-time employees through CVS caremark through June 30, 2023 or Optum Rx starting July 1.

For employees carrying the college's medical insurance:

The Biden Administration announced plans to end the COVID-19 public health emergency (PHE) on May 11, 2023. Dickinson College has made the decision to continue the current COVID-19 PHE coverage through June 30, 2024¹⁰.

Sick Leave Bank



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.

¹⁰https://www.dickinson.edu/download/downloads/id/14683/meritain_health_and_optum_rx_covid-19_coverage_effective_through_june_30_2024.pdf

- 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 form¹¹ to participate in the Sick-leave Bank or may download the pdf form¹² and return it via email attachment to Human Resource Services¹³.

For more information about the sick leave bank and eligibility, please refer to page 36 of the Employee Handbook¹⁴.

College Holidays/Closures



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

- **Monday, June 19:** *Juneteenth Holiday*
- **Tuesday, July 4:** *Independence Day*

¹¹<https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2EOybiLVirn22-5iv2UbYuHBnuSSk7RQbQbFUNes2VINDUENQQUhMNjJXRlhEUjFaUEhRNiQIQCN0PWcu>

¹²https://www.dickinson.edu/download/downloads/id/10542/sick_leave_bank_donation_form.pdf

¹³<mailto:hrservices@dickinson.edu>

¹⁴https://www.dickinson.edu/download/downloads/id/6779/employee_handbook_october_2016.pdf

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

References:

2022-23 Holiday Schedule¹⁵

2023-24 Holiday Schedule¹⁶

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***

¹⁵https://www.dickinson.edu/download/downloads/id/13683/holiday_schedule_for_2022-2023.pdf

¹⁶https://www.dickinson.edu/download/downloads/id/14440/holiday_schedule_for_2023-2024.pdf

send an email to devwell@dickinson.edu¹⁷ to let us know you have completed your Meritain Health* HRA.

Complete your FREE Health Risk Assessment¹⁸ 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.

- **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 Health¹⁹ > *Tools and Resources* > *Health Tools* > *My Wellness* (GO) > **My Health > Health Assessment**

**Not a Meritain Health participant? Visit the HRA course in Totara²⁰ for other HRA online options!*

HealthAdvocateSM

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 website²¹.



¹⁷<mailto:devwell@dickinson.edu>

¹⁸<https://totara.dickinson.edu/course/view.php?id=429>

¹⁹<https://account.meritain.com/>

²⁰<https://totara.dickinson.edu/course/view.php?id=429>

²¹<http://www.healthadvocate.com/>

TIAA Retirement Consultations

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*:

- **Wednesday, August 2 | 9 a.m. - 5 p.m. | HUB Mary Dickinson Room**
- **Tuesday, September 5 | 9 a.m. - 5 p.m. | HUB Mary Dickinson Room**

To schedule a personal meeting please sign up online²² 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.

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)²³. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

²²<https://shared.tiaa.org/public/publictools/events/meetingatworkplace>

²³<https://www.tiaa.org/webinars>

Register for TIAA's live webinars

Learn how you can take action for a more secure future.
Reserve your spot now or visit TIAA.org/webinars at any time to register.
These webinars are part of your retirement plan benefits.

June 7

Noon to 1 p.m. (ET)
11 a.m. to noon (CT)
10 to 11 a.m. (MT)
9 to 10 a.m. (PT)

**Be a Cyber Hero:
Help protect
you, your family
and your money**

Are you concerned about identity theft and your family's security online? TIAA's Information Security team will discuss how you can protect yourself and your family from cyber criminal social engineering.

June 14

Noon to 1 p.m. (ET)
11 a.m. to noon (CT)
10 to 11 a.m. (MT)
9 to 10 a.m. (PT)

**Inside Money:
Managing
income and debt**

It's your budget—take control. Everyone talks about a budget, but how many of us actually make one? Most people have some debt, but how many understand its effects on their lives and their futures? Let us show you the real impact of budgeting and debt—and how to help make your money work.

June 21

Noon to 1 p.m. (ET)
11 a.m. to noon (CT)
10 to 11 a.m. (MT)
9 to 10 a.m. (PT)

**At Your
Fingertips:
Manage your
money from
wherever you are**

Learn about TIAA's commitment to digital, and how we're leveraging the latest technologies in our online and mobile tools to help you save time and achieve financial success while you're on-the-go.

June 28

Noon to 1 p.m. (ET)
11 a.m. to noon (CT)
10 to 11 a.m. (MT)
9 to 10 a.m. (PT)

**Start to Finish:
Make the move
toward long term
financial security**

For anyone halfway down the road to retirement, this webinar is a critical checkpoint. This webinar takes you through the keys to successful money management, how to juggle competing financial demands, and retirement saving strategies that can help put you on the path to lifelong financial security.

Fidelity Investments Consultation



Thursday, August 17 | 9:30 a.m. - 5 p.m. | Mary Dickinson Room

Fidelity's investment representatives offer individual counseling for financial planning and retirement. *If you have questions or concerns regarding your Fidelity account, schedule an IN-PERSON appointment with Matthew Young, Workplace Financial Consultant / Personal and Workplace Investing:*

- **Step 1 go to www.Fidelity.com/schedule**²⁴
- **Step 2 select Schedule a time to meet**
- **Step 3 at the top of the screen where it says Enter your employer name type Dickinson and *WAIT* for Dickinson to appear as a choice and then click on Dickinson (if you type Dickinson and hit Enter it may not work)**
- **Step 4 next under Select Appointment Type select either Virtual/phone/In Person once you have made your choice the dates will appear with available time slots.**
- **Step 5 click on the plus button on the day you want to schedule and you will see the available times**
- **Step 6 If you want to see future available date click on the Next Available button in the upper Right hand side of the screen to advance the dates**

²⁴<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fidelity.com%2Fschedule&data=05%2F01%2Fdiamondj%40dickinson.edu%2F00ba1f2947934149046008db50a62d05%2F6232b05576b94c139b88b562ae7db6fb%2F0%2F638192446890961860%2FUnknown%2FTWFpbGZsb3d8eyJWljoicjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%2F3000%2F%2F%2F&sdata=g%2BY2bieMnly%2BJuENcZK8Hrag1ALQi%2FicxINsT1GjBFY%3D&reserved=0>

You can also, visit Fidelity.com²⁵ 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:

- **Thursday, June 1 | noon - 1 p.m. | Anchor your charting strategy with indicators²⁶**
- **Friday, June 2 | 2 - 3 p.m. | In the Money²⁷**
- **Tuesday, June 6 | noon - 1 p.m. | What are the charts telling us?²⁸**
- **Tuesday, June 6 | 2 - 3 p.m. | Fidelity Viewpoints®: Market Sense²⁹**
- **Wednesday, June 7 | noon - 1 p.m. | Learning from Stock Picking Strategies of Legendary Investors³⁰**
- **Wednesday, June 7 | 4 - 5 p.m. | Start summer strong: Teach your teen money skills for life³¹**
- **Thursday, June 8 | noon - 1 p.m. | Insights Live: Planning for health care costs in retirement³²**
- **Thursday, June 8 | 2 - 1 p.m. | In the Money³³**

²⁵<https://www.fidelity.com/>

²⁶<http://fidelityevents.com/anchoryourchartingstrategy>

²⁷<http://fidelityevents.com/inthemoney060123>

²⁸<http://fidelityevents.com/watctu-jun23>

²⁹<http://fidelityevents.com/marketinsights060623>

³⁰<http://fidelityevents.com/legendary-investor-webinar>

³¹<http://fidelityevents.com/ya-money-skills-for-teens>

³²<http://fidelityevents.com/insights-healthcare>

³³<http://fidelityevents.com/inthemoney060823>

- **Friday, June 9 | noon - 1 p.m. | Covering Crypto Livestream**³⁴
- **Tuesday, June 13 | noon - 1 p.m. | Following the fundamentals**³⁵
- **Tuesday, June 13 | 2 - 3. p.m. | Fidelity View Points: Market Sense**³⁶
- **Wednesday, June 14 | 2 - 3. p.m. | How to pick individual investments**³⁷
- **Thursday, June 15 | 2 - 3. p.m. | In the Money**³⁸
- **Tuesday, June 20 | noon - 1 p.m. | Investing in fixed income: Individual bonds, bond funds, and bond ETFs**³⁹
- **Tuesday, June 20 | 2 - 3. p.m. | Fidelity Viewpoints®: Market Sense**⁴⁰
- **Wednesday, June 21 | noon - 1 p.m. | Guide to the markets**⁴¹
- **Wednesday, June 21 | 7 - 8 p.m. | Fidelity Smart MoneySM presents | Special coverage: What's up with student loan forgiveness?**⁴²
- **Thursday, June 22 | noon - 1 p.m. | How to start investing: A hands-on demo**⁴³
- **Thursday, June 22 | 2 - 3. p.m. | In the Money**⁴⁴
- **Friday, June 23 | noon - 1 p.m. | Covering Crypto Livestream**⁴⁵
- **Tuesday, June 27 | noon - 1 p.m. | ETF Investor Education & Insights**⁴⁶
- **Tuesday, June 27 | 2 - 3. p.m. | Fidelity View Points: Market Sense**⁴⁷
- **Wednesday, June 28 | 1 - 2 p.m. | Back to Basics: Understanding options trading and strategies**⁴⁸

³⁴<http://fidelityevents.com/covering-crypto-060923>

³⁵<http://fidelityevents.com/followingthefundamentalsjune>

³⁶<http://fidelityevents.com/marketinsights061323>

³⁷<http://fidelityevents.com/wtm-picking-investments>

³⁸<http://fidelityevents.com/inthemoney061523>

³⁹<http://fidelityevents.com/investinginfi-2023>

⁴⁰<http://fidelityevents.com/marketinsights062023>

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

⁴²<http://fidelityevents.com/student-loan-forgiveness-update>

⁴³<http://fidelityevents.com/wtm-start-investing-june-2023>

⁴⁴<http://fidelityevents.com/inthemoney062223>

⁴⁵<http://fidelityevents.com/covering-crypto-062323>

⁴⁶<http://fidelityevents.com/etf-investor-education>

⁴⁷<http://fidelityevents.com/marketinsights062723>

⁴⁸<http://fidelityevents.com/options-btb>

- **Thursday, June 29 | 2 - 3. p.m. | In the Money**⁴⁹
-

Medicare Transition Services



Get your Medicare questions answered!

Medicare Transition Services⁵⁰

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

Medicare Transition Services Guidebook⁵¹

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

⁴⁹<http://fidelityevents.com/inthemoney062923>

⁵⁰<https://www.medicaretransitionservices.com/>

⁵¹https://www.dickinson.edu/download/downloads/id/12871/medicare_transition_services_guidebook.pdf

Community | For the Greater Good



Donate your unwanted items to support sustainability and the Carlisle community or find treasures at **U-Turn 2023** on **Saturday, June 10**, at the Carlisle Fairgrounds



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.edu⁵².

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:

- **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**

⁵²<mailto:uturn@dickinson.edu>

United Way of Carlisle & Cumberland County Hosts
CARLISLE'S LARGEST YARD SALE



Saturday, June 10, 2023: 7:30 am — 12 pm

BUY — SELL — SHOP

Enter at K Street — FREE PARKING!

- 7:30 am to 8:30 am: Early bird shopping pass only inside Building T. \$5 ENTRY FEE at the door (NO PRESALE).
- 8:30 am to 12 pm: Everyone shops for FREE!
- 11 am to 12 pm: \$5 Fill-A-Bag Sale (13-gallon bag)

Proceeds benefit United Way of Carlisle & Cumberland County



**\$25 Vendor
Spaces
Available
20' x 60'**

VENDOR SIGN-UP:
uwcarlisle.org/u-turn-community-yard-sale/
CALL: 717-243-4805

Have a child headed to college? Looking for great deals?

Building T items include furniture, lamps, books, storage items, clothing, shoes, small appliances, dorm essentials and much more. Items donated by Dickinson College students and faculty!

VOLUNTEERS NEEDED

Volunteers needed to set up the sale on June 7, 8, and 9 from 8 am to 3 pm.
Volunteer on Sale Day, June 10, from 7 am to 10 am.
Email Events@UWCarlisle.org or Call 717-243-4805

CARLISLE *Events* Dickinson M&T Bank

**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!

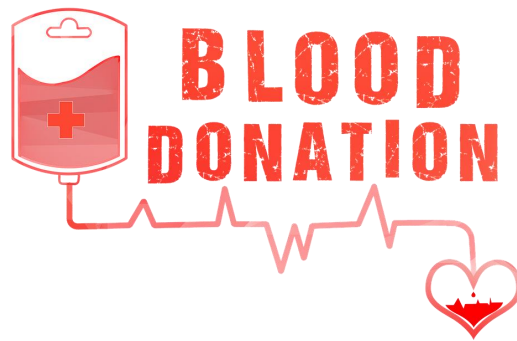
- ✓ **SAVE MONEY**
- ✓ **SELL YOUR ITEMS**
- ✓ **VALUE SUSTAINABILITY**
- ✓ **THRIFT SHOPPING IS FUN**
- ✓ **SUPPORT LOCAL BUSINESS**

WWW.C-LUV.COM



CLUVTHRIFT

[Community Blood Drives](#)



Central Pennsylvania Blood Bank

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

- **Cumberland County Blood Drives⁵³**
- **Franklin County Blood Drives⁵⁴**
- **Perry County Blood Drives⁵⁵**
- **Lewistown Calvary Church⁵⁶**

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

⁵³https://www.dickinson.edu/download/downloads/id/12731/central_pennsylvania_blood_bank_cumberland_county_blood_drives.pdf

⁵⁴https://www.dickinson.edu/download/downloads/id/12735/central_pennsylvania_blood_bank_franklin_county_blood_drives.pdf

⁵⁵https://www.dickinson.edu/download/downloads/id/12734/central_pennsylvania_blood_bank_perry_county_blood_drives.pdf

⁵⁶https://www.dickinson.edu/download/downloads/id/13364/central_pennsylvania_blood_bank_lewistown_calvary_church.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 blog⁵⁷ or contact Mary Silva at farm@dickinson.edu⁵⁸.

⁵⁷<http://blogs.dickinson.edu/farm/csa/>

⁵⁸<mailto:farm@dickinson.edu>



Grass-Fed Beef

Our grass-fed beef is available at Dickinson College's Meat Store site⁵⁹. Pick-ups on Tuesdays and Fridays noon to 5 p.m. at the Farm or with your CSA pick up.

Warm Weather Hours for Farmers on the Square



⁵⁹<https://dcorganicfarm.square.site/>

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!

Nutrition Corner



Air Fryer Tuna Steak Tostadas



https://youtu.be/NReJS_vBs-8

Servings 4 | **Serving Size** 2 tostadas

Ingredients:

- 2 tablespoons fresh lime juice
- 2 teaspoons olive oil
- 1 teaspoon chili powder and 1 teaspoon chili powder, divided use
- 1 teaspoon ground cumin
- 4 tuna steaks (about 4 ounces each)
- 8 6-inch corn tortillas
- Cooking spray
- 2 cups shredded red cabbage (about 1/2 small head)
- 2 cups peeled and diced jicama (about 1 small)
- 1 medium mango, diced
- 1 tablespoon plus 1 teaspoon honey
- 2 medium limes, cut into 4 wedges each
- 1/4 cup coarsely chopped fresh cilantro (optional)

Directions:

1. In a large glass dish, stir together the lime juice, oil, 1 teaspoon chili powder and cumin. Add the fish, turning to coat. Cover and refrigerate for 15 minutes to 1 hour, turning several times. Drain the fish, discarding the marinade.
2. When the fish is done marinating, preheat the air fryer to 380°F. Arrange the fish in a single layer in the air fryer basket. (Don't overcrowd; work in batches as needed.) Cook for 3 to 4 minutes on each side, or until the desired doneness. Let the fish stand for 5 minutes. Cut into thin slices across the grain.
3. Meanwhile, increase the heat to 400°F. Lightly spray the tortillas with cooking spray. Working in batches, cook the tortillas for 3 minutes on each side, or until golden brown and crispy.
4. To assemble the tostadas, put the following, in order, on each tortilla: 1/4 cup cabbage, 1/4 cup jicama, 1/8 of the mango and 1/8 of the fish. Drizzle each with 1/2 teaspoon honey. Squeeze 1 lime wedge over each. Sprinkle each with 1/8 teaspoon of the remaining chili powder. Sprinkle with the cilantro. Serve immediately.

Tips:

No air fryer? No worries. Preheat the grill on medium-high heat. Grill the fish for 3 to 5 minutes on each side, or until the desired doneness. Let the fish stand for 5 minutes. Cut into thin slices across the grain. Meanwhile, lightly spray the tortillas with cooking spray. Grill for 2 to 3 minutes, or until golden brown and crispy.

With its origins in Mexico and South America, jicama, also called Mexican potato, is a large, bulbous root vegetable with a thin, brown skin and white, crunchy flesh. Its nutty flavor is good both raw and cooked. Store it in the refrigerator in a plastic bag for up to 2 weeks.

Nutrition Facts:

Calories: 318 | Total Fat: 4.0 g | Saturated Fat: 0.5 g | Trans Fat: 0 g | Polyunsaturated Fat: 1 g | Monounsaturated Fat: 2 g | Cholesterol: 44 mg | Sodium: 129 mg | Total Carbohydrate: 41 g | Dietary Fiber: 7 g | Sugars: 20 g | Added Sugars 6 g | Protein: 31 g | Dietary Exchanges: 1 1/2 fruit, 1 1/2 starch, 3 lean meat

Source: American Heart Association⁶⁰

Wellness@Dickinson



Ceramic Night with Art & Art History



⁶⁰https://recipes.heart.org/en/recipes/air-fryer-tuna-tostadas-with-jicama-slaw?utm_source=healthy+for+good+fy+2023&utm_medium=email&utm_campaign=CP_HFG_Send_1_050323&utm_content=Recipe+cta&sc_campaign=0B4876E246A046B4B14864ADCB63B5B1

Curious to create with clay? Learn how to hand build a cup or bowl out of clay during the first event and come back to glaze it the following week. No prior experience necessary, come work with clay and meet others in the Dickinson community.

Fall Semester Building and Glazing Nights:

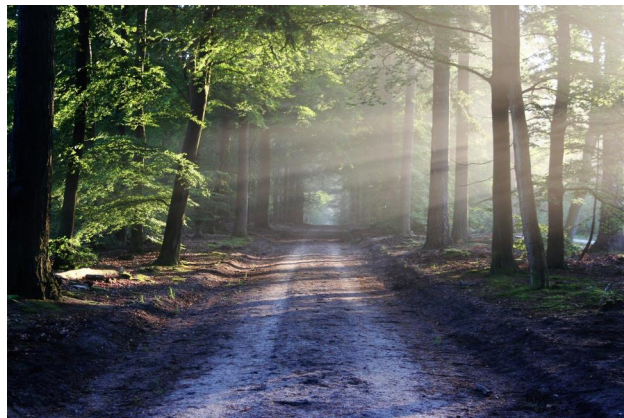
Wednesday, September 20 | 6 - 7:30 p.m.

Wednesday, September 27 | 6 - 7 p.m.

Location: Ceramic Studio behind Goodyear

Enroll and sign-up in Totara⁶¹!

Reduce Stress with Time in Nature



Head for the hills!

Find out what made the chicken cross the road!

Take the path less traveled!

Just get out!

⁶¹<https://totara.dickinson.edu/course/view.php?id=450>

Spending time in nature can help reduce stress and improve your mood. It can boost happy feelings and feelings of well-being. To learn more, read American Heart Association's article: Spend Time in Nature to Reduce Stress and Anxiety⁶².

This summer, check out some local options for...Simply Moving | Walking Tours and Bicycle Routes: A free guide to public parks, trails and recreation facilities.⁶³

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.

⁶²https://www.heart.org/en/healthy-living/healthy-lifestyle/stress-management/spend-time-in-nature-to-reduce-stress-and-anxiety?utm_source=healthy+for+good+fy+2023&utm_medium=email&utm_campaign=CP_HFG_Send_2_051723&utm_content=hero+cta&sc_camp=7BEAEDB1401C4FE788C6A3E0085A3528

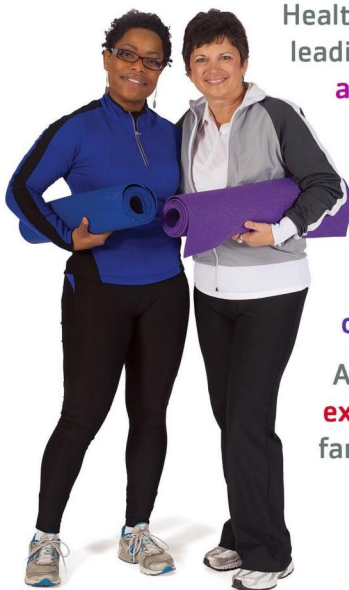
⁶³<http://www.forbetterhealthpa.org/wp-content/uploads/2013/09/SimplyMovingLowRes2.pdf>



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

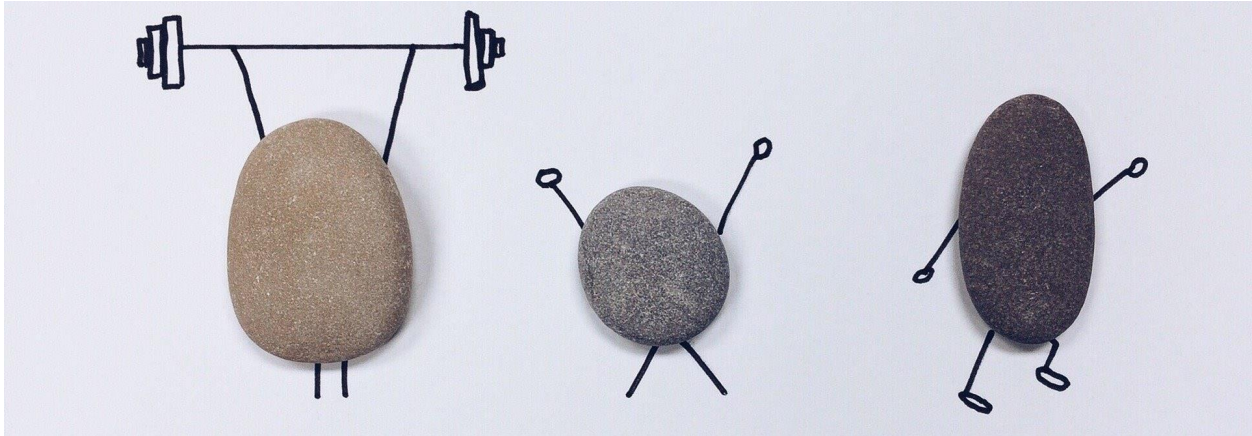
Eligible Categories	Monthly Rate
Young Adult	\$26.40
Adult	\$30.40
Senior Adult	\$28.80
2 Adults^	\$46.40
1 Adult with Dependents^	\$51.20
2 Adults with Dependents^	\$55.20
2 Senior Adults^	\$44.80
1 Senior Adult with Dependents^	\$47.20
2 Senior Adults with Dependents^	\$49.60

^ 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



American Heart Association - 2023 Heart Walk



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

Time: noon - 2 p.m.

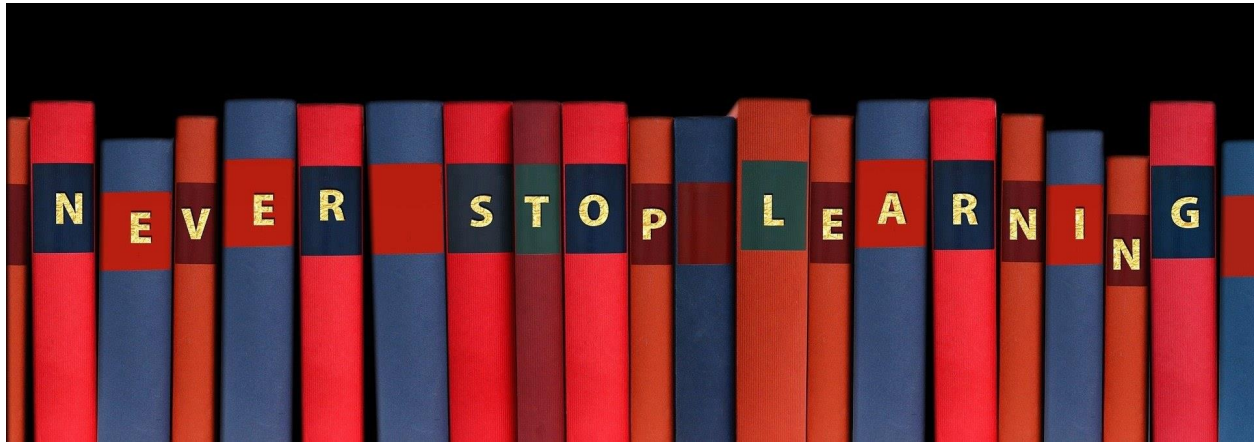
This event will be held **ON CAMPUS** and separate from the Capital Region Heart Walk, which is scheduled on a weekday. Since we will be hosting our own event – we selected the start/end times to make it truly Dickinsonian for our campus community. More information will be provided soon!

The **American Heart Association (AHA) website for TEAM Dickinson** 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! Family and friends are welcome to join in this Sunday afternoon event!!!

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

(Note: the AHA official website may not show our Sunday, September 10 date - but this is still our Team Dickinson website!)

Professional Development



Protecting Our Community



Tuesday, August 15 | 10-11:30 a.m. | Stern Center, Room 102

Thursday, August 17 | 1 - 2:30 p.m. | Stern Center, Room 102

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

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 here⁶⁴ 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:

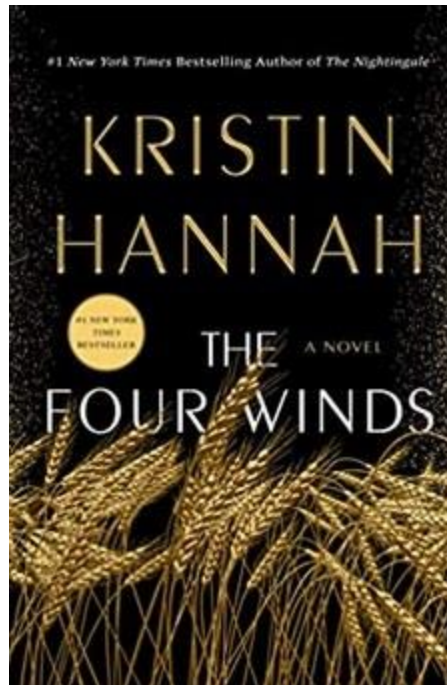
1. Click on Dashboard in the upper ribbon
2. Click on Protecting Our Community Certification...
3. The next page will provide links to the required on-line courses to complete the certification.

For questions, please email devwell@dickinson.edu⁶⁵ or contact Carol Shaffer at ext. 1152.

Book Discussion - The Four Winds by Kristin Hannah

⁶⁴<https://totara.dickinson.edu/course/view.php?id=31>

⁶⁵<mailto:devwell@dickinson.edu>



Tuesday, October 24 | noon - 1 p.m. | McCauley Room, Old West

Enroll and sign-up for this book discussion in Totara⁶⁶!

From the number-one bestselling author of *The Nightingale* and *The Great Alone* comes a powerful American epic about love and heroism and hope, set during the Great Depression, a time when the country was in crisis and at war with itself, when millions were out of work and even the land seemed to have turned against them.

“My land tells its story if you listen. The story of our family.”

Texas, 1921. A time of abundance. The Great War is over, the bounty of the land is plentiful, and America is on the brink of a new and optimistic era. But for Elsa Wolcott, deemed too old to marry in a time when marriage is a woman’s only option, the future seems bleak. Until the night she meets Rafe Martinelli and decides to change the direction of her life. With her reputation in ruin, there is only one respectable choice: marriage to a man she barely knows.

By 1934, the world has changed; millions are out of work and drought has devastated the Great Plains. Farmers are fighting to keep their land and their livelihoods as crops fail and water dries

⁶⁶<https://totara.dickinson.edu/course/view.php?id=43>

up and the earth cracks open. Dust storms roll relentlessly across the plains. Everything on the Martinelli farm is dying, including Elsa's tenuous marriage; each day is a desperate battle against nature and a fight to keep her children alive.

In this uncertain and perilous time, Elsa—like so many of her neighbors—must make an agonizing choice: fight for the land she loves or leave it behind and go west, to California, in search of a better life for her family.

The Four Winds is a rich, sweeping novel that stunningly brings to life the Great Depression and the people who lived through it—the harsh realities that divided us as a nation and the enduring battle between the haves and the have-nots. A testament to hope, resilience, and the strength of the human spirit to survive adversity, The Four Winds is an indelible portrait of America and the American dream, as seen through the eyes of one indomitable woman whose courage and sacrifice will come to define a generation.

Source: Amazon.com⁶⁷

NEW OpenSesame Courses and Programs



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

No? Well read on!

⁶⁷<https://www.amazon.com/Four-Winds-Novel-Kristin-Hannah/dp/1250178606>

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:⁶⁸ 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 employees⁶⁹
- For managers⁷⁰



⁶⁸<https://totara.dickinson.edu/course/view.php?id=320>

⁶⁹<https://totara.dickinson.edu/course/view.php?id=16>

⁷⁰<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:

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 Intelligence⁷¹
- 02: Developing Self-Awareness⁷²
- 03: Developing Self-Regulation⁷³
- 04: Developing Self-Motivation⁷⁴
- 05: Developing Empathy⁷⁵
- 06: Developing Effective Relationships⁷⁶
- 07: Using DISC to Anticipate Emotions⁷⁷
- 08: How to Improve Your Emotional Intelligence⁷⁸
- 7 Ways to Improve your Emotional Intelligence⁷⁹
- Emotional Intelligence (Micro-Course)⁸⁰

⁷¹<https://totara.dickinson.edu/mod/scorm/view.php?id=1973>

⁷²<https://totara.dickinson.edu/mod/scorm/view.php?id=1967>

⁷³<https://totara.dickinson.edu/mod/scorm/view.php?id=1969>

⁷⁴<https://totara.dickinson.edu/mod/scorm/view.php?id=1964>

⁷⁵<https://totara.dickinson.edu/mod/scorm/view.php?id=1970>

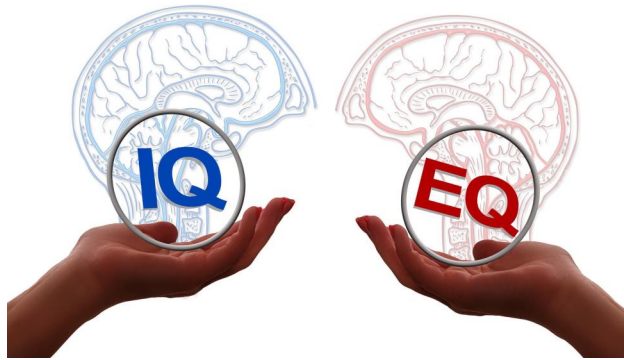
⁷⁶<https://totara.dickinson.edu/mod/scorm/view.php?id=1966>

⁷⁷<https://totara.dickinson.edu/mod/scorm/view.php?id=1965>

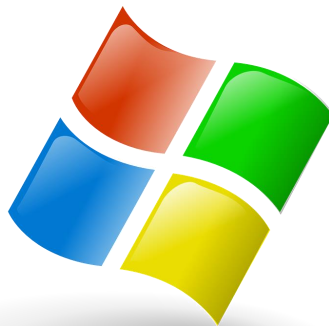
⁷⁸<https://totara.dickinson.edu/mod/scorm/view.php?id=1972>

⁷⁹<https://totara.dickinson.edu/mod/scorm/view.php?id=1971>

⁸⁰<https://totara.dickinson.edu/mod/scorm/view.php?id=1968>



Receptionist/Customer Service Skills⁸¹: 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.



⁸¹<https://totara.dickinson.edu/mod/scorm/view.php?id=2687>

Microsoft Office 365

Office 365 Overview:⁸² 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:⁸³ 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:⁸⁴ 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:⁸⁵ 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 Planner⁸⁶
- Office 365 Sway - Beginner⁸⁷
- Office 365 Teams⁸⁸
- Office 365 Teams - Beginner⁸⁹

⁸²<https://totara.dickinson.edu/course/view.php?id=285>

⁸³<https://totara.dickinson.edu/course/view.php?id=267>

⁸⁴<https://totara.dickinson.edu/course/view.php?id=326>

⁸⁵<https://totara.dickinson.edu/course/view.php?id=286>

⁸⁶<https://totara.dickinson.edu/course/view.php?id=268>

⁸⁷<https://totara.dickinson.edu/course/view.php?id=271>

⁸⁸<https://totara.dickinson.edu/course/view.php?id=153>

⁸⁹<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 Beginner⁹⁰
- Excel 365 Intermediate⁹¹
- Excel 365 Advanced⁹²



⁹⁰<https://totara.dickinson.edu/course/view.php?id=336>

⁹¹<https://totara.dickinson.edu/course/view.php?id=337>

⁹²<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:⁹³ 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:⁹⁴ 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:⁹⁵ 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?:⁹⁶ 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.

⁹³<https://totara.dickinson.edu/course/view.php?id=442>

⁹⁴<https://totara.dickinson.edu/course/view.php?id=441>

⁹⁵<https://totara.dickinson.edu/course/view.php?id=440>

⁹⁶<https://totara.dickinson.edu/course/view.php?id=439>

LGBTQ in the Workplace 01. Understanding Pronouns:⁹⁷ 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):⁹⁸ 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.edu⁹⁹. Learners will receive an automated message from Totara to confirm enrollment.

⁹⁷<https://totara.dickinson.edu/course/view.php?id=438>

⁹⁸<https://totara.dickinson.edu/course/view.php?id=437>

⁹⁹<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. Introduction¹⁰⁰
2. The Rookie¹⁰¹
3. The Contributor¹⁰²
4. The Key Player¹⁰³
5. The Captain¹⁰⁴
6. The Coaching Conversation¹⁰⁵

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

Managing Up¹⁰⁶: 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.

¹⁰⁰<https://totara.dickinson.edu/course/view.php?id=245>

¹⁰¹<https://totara.dickinson.edu/course/view.php?id=246>

¹⁰²<https://totara.dickinson.edu/mod/scorm/view.php?id=660>

¹⁰³<https://totara.dickinson.edu/course/view.php?id=248>

¹⁰⁴<https://totara.dickinson.edu/course/view.php?id=249>

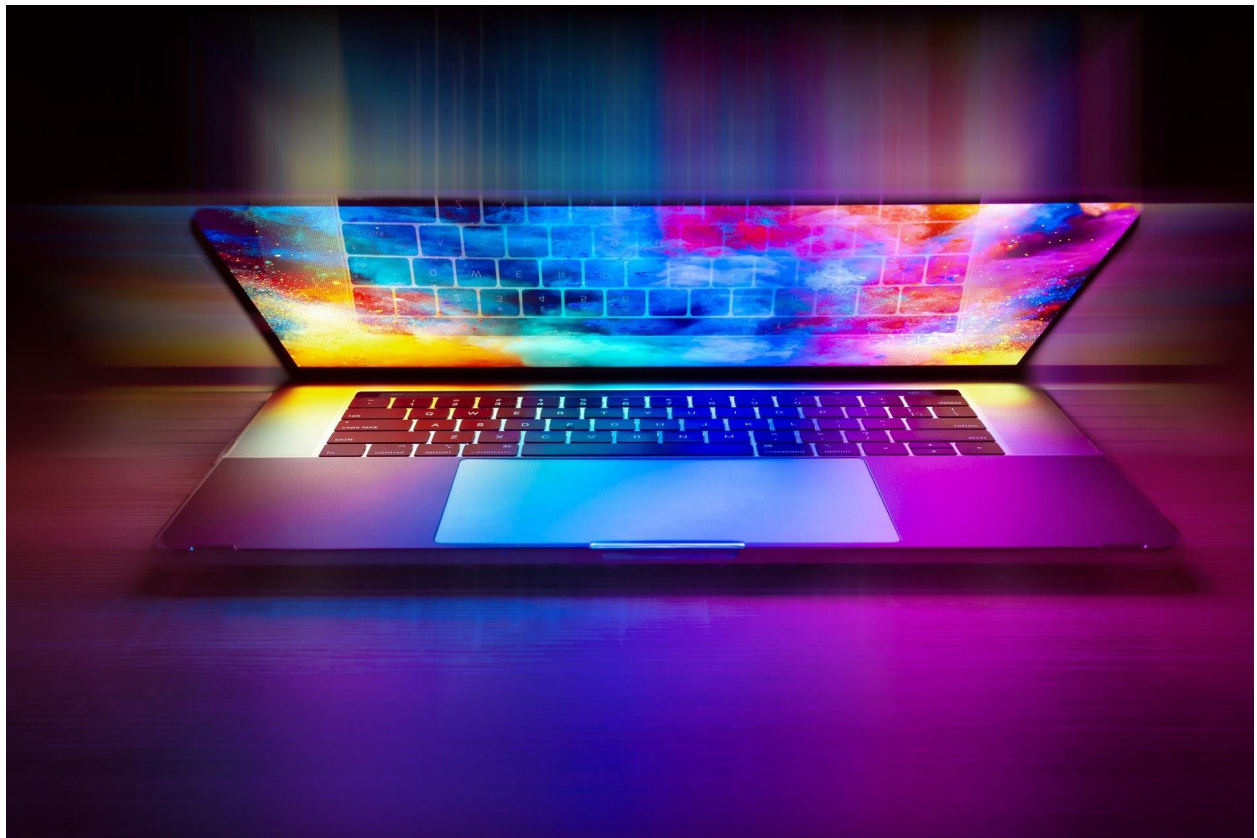
¹⁰⁵<https://totara.dickinson.edu/course/view.php?id=250>

¹⁰⁶<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.edu¹⁰⁷.*

Information and Technology Services



¹⁰⁷<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 now¹⁰⁸!

¹⁰⁸<https://dickinson0.sharepoint.com/sites/TechNews>

Contact Us



Wellness Program | Monthly Incentive Prize Winners

Congratulations to Katie Bailey, *Bookstore* and Phoebe Galione, *ALLARM* for being randomly selected as the incentive winner for the months of April and May. 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.edu¹⁰⁹ 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 Gateway¹¹⁰ or by contacting Human Resource Services. To offer an equal opportunity for all

¹⁰⁹<mailto:devwell@dickinson.edu>

¹¹⁰<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 policy¹¹¹ 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 Guide¹¹²

Dickinson/Biking¹¹³

Dickinson/College Farm¹¹⁴

Dickinson/Sustainability¹¹⁵

TechNews¹¹⁶

Trout Gallery¹¹⁷

Theatre & Dance¹¹⁸

Campus Announcements¹¹⁹

Campus Events Calendar¹²⁰

¹¹¹http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

¹¹²[http://www.dickinson.edu/info/20043/about/1562/dickinson "how to" guide](http://www.dickinson.edu/info/20043/about/1562/dickinson%20how%20to%20guide)

¹¹³<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

¹¹⁴<http://www.dickinson.edu/collegefarm>

¹¹⁵<http://www.dickinson.edu/sustainability>

¹¹⁶<https://dickinson0.sharepoint.com/sites/TechNews>

¹¹⁷<http://www.troutgallery.org/>

¹¹⁸<https://www.dickinson.edu/theatreanddance>

¹¹⁹<https://www.dickinson.edu/announcements>

¹²⁰<http://www.dickinson.edu/events>



HUMAN RESOURCE SERVICES

3 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu¹²¹

Human Resource Services Website¹²²

¹²¹<mailto:devwell@dickinson.edu>

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