



Vitality- November 2023

Dickinson

HUMAN RESOURCE SERVICES

1 - Volume XVIII | Issue 4

In This Issue



- **Giving in Action**
- **Take Action**
- **Fall Into Fitness Challenge**
- **Employee Announcements**
- **Foodie Photo Challenge**
- **Get the Most Out of Your Benefits**
- **Community | For the Greater Good**
- **Down on the Farm**
- **Nutrition Corner**
- **Wellness@Dickinson Events**
- **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.

Giving in Action



United Way Day of Caring



On Friday, October 13, United Way held its annual Day of Caring. Day of Caring is an opportunity for people to donate a morning to help local non-profit organizations complete needed work projects and to learn more about the needs of human service organizations in the greater Carlisle area.

If you missed this organized volunteer opportunity, put a reminder on your calendar for next year! *Community Service Benefit: All employees must first receive approval from their supervisors before registering for the event. All exempt and nonexempt employees will be allowed to volunteer for up to eight (8) hours of paid time from July 1 to June 30.*





2 - Registrar Office Volunteers: Jennifer Oswald, Lynn Sullivan, JoAnn Centenera, and Trudy Piper



3 - Jennifer Love, Office of the President; Rhyan Short, class of 2024, Carol Shaffer, Human Resource Services; Meta Bowman, Center for Civic Learning in Action; Sheri Davis-Cordell, Education (missing: Kim Flinchbaugh, Clarke Forum)

Dickinson's United Way Campaign

In 2022, Dickinson's United Way Campaign raised \$24,206.95 in support of the United Way of Carlisle & Cumberland County. The 2022 funding enabled the nonprofit and its partner agencies to provide vital health care, employment, educational and other assistance programs for the local community.

We are moving toward the end of the 2023 United Way Campaign, which supports so many in our community who are in need of assistance.

Remember --- 100% of all contributions go directly to local nonprofit programs AND you can designate your gift specifically to any of the United Way's 23 partner agencies!

It's not too late! Employees who want to join in can still make a gift by completing an online pledge form¹ or by making a gift directly to United Way online² and indicating “**Dickinson College**” in the employer field.

Out On Britton

¹https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-2V2j_6JxkRPj-v8zisWoQJUNldIVE1IV0k5RVUwRVFFTjIJVEdERzgZQS4u

²<https://uwcarlisle.org/donate/>



On Wednesday, October 11, the LGBTQ Center held *Out On Britton*, which took place in honor of National Coming Out Day. Students and staff organized activities to celebrate LGBTQ+ identified folks. Food, music and giveaways were available to add to the fun.

Take Action!



American Red Cross Blood Drive

Friday, November 17 | 10 a.m. - 4:30 p.m. | HUB Social Hall

Sponsored by Alpha Phi Omega

The American Red Cross Biomedical Services is the largest single supplier of blood and blood products in the United States, collecting and processing more than 40 percent of the blood supply and distributing it to some 3,000 hospitals and transfusion centers nationwide. Please consider donating blood to support your local community by participating in this blood drive! For questions or more information about blood donation to the American Red Cross, please visit www.redcrossblood.org³ or call 1-800-RED Cross (1-800-733-2767).

For more information, please contact apo@dickinson.edu⁴ or devwell@dickinson.edu⁵.

³<http://www.redcrossblood.org/>

⁴<mailto:apo@dickinson.edu>

⁵<mailto:devwell@dickinson.edu>



Blood Drive
Dickinson College
Holland Union Building

Social Hall
 28 N. College Street
 Carlisle

Friday, November 17
10:30 a.m. to 4:00 p.m.

Sponsored by Alpha Phi Omega.

Please call 1-800-RED CROSS (1-800-733-2767) or visit RedCrossBlood.org and enter: dickinson to schedule an appointment.



Come give blood Nov. 10-30 for an exclusive pair of Elf & Red Cross socks, while supplies last! Join us to celebrate the 20th Anniversary of the film Elf and make giving blood a holiday tradition! ® & TM New Line Productions, Inc. (s23)

Download the Blood Donor App | RedCrossBlood.org | 1-800-RED CROSS | 1-800-733-2767

© 2022 The American Red Cross | 3385001-04 MS

1-800-RED-CROSS | 1-800-733-2767 | 1-800-RED-CROSS | 1-800-733-2767

Get socked when giving blood! *Elf* and Red Cross socks will be distributed to blood donation participants while supplies last.



Run, Turkey, Run!



Turkey Trots are great way to keep you moving on Thanksgiving day and enjoy the fresh, crisp morning air before you start cooking and/or filling your belly with stuffing!

Below is a list of area Turkey Trots. Have fun on the run (or walk) and support community efforts!

Thursday, November 23:

Carlisle Family YMCA Turkey Trot 5K⁶ | 9 a.m. *(more information can be found in the Community section of this Sway)*

Dillsburg Thundering Pickle Turkey Trot⁷ | 8:30 a.m.

East Berlin 5K Turkey Trot⁸ | 9 a.m.

Greencastle Turkey Trot⁹ | 8 a.m. (kids race) & 8:30 a.m. 5K

Lebanon County - Sticks and Biscuits Thanksgiving Day 5K¹⁰ | 8 a.m. or 9 a.m.

Millersville Turkey Trot¹¹ | 9 a.m.

New Cumberland SMT Turkey Trot¹²: | 8 a.m.

Shippensburg Turkey Trot 5K¹³: | 9 a.m.

York YMCA Turkey Trot¹⁴ | 9 a.m.

⁶<https://carlislefamilyymca.org/programs/health-fitness/races/carlisle-family-ymca-turkey-trot/>

⁷<https://www.dascoccer.org/turkey-trot>

⁸<https://runsignup.com/Race/PA/EastBerlin/EastBerlin5KTurkeyTrot>

⁹<https://www.greencastleflyers.org/greencastle-turkey-trot.html>

¹⁰<https://runsignup.com/Race/PA/Palmyra/SticksBiscuitsThanksgivingDay5K>

¹¹<https://www.millersvilleturkeytrot.com/>

¹²https://runsignup.com/Race/PA/NewCumberland/SMTTurkeyTrot?fbclid=IwAR2R40V86Z_cHd-1hPTj1_FKtGNJ8qV-fGI5i2sBX_gtX_tkHrf1pjl6kKo

¹³https://cvraceseries.us/Events/EventPage.php?event_id=1258

¹⁴<https://runsignup.com/Race/Info/PA/York/YorkYMCA5KTurkeyTrot>

Fall Into Fitness Challenge



The **3rd annual** Fall Into Fitness Challenge¹⁵ is a 6-week campus-wide program designed to inspire wellbeing and healthy behaviors in all who participate! Join this fun challenge to connect with peers, friends and family while you engage in the activities and programs offered.

¹⁵<https://forms.office.com/r/RtXUvaUjTH>

The fall 2023 challenge began on Sunday, October 22 and continues through Saturday, December 2. Registration opened on Tuesday, October 4¹⁶- and is available to everyone (students and employees) in the campus community!

Join the Team!¹⁷ We will keep you updated about the Challenge through TEAMS chat messages, emails, Dickinson Today announcements, and also the Fall Into Fitness Challenge webpages this fall. To officially participate in the 2023 Fall Into Fitness Challenge, please complete the form¹⁸.

Challenge Activities:¹⁹

Each week will include special activities and/or challenges for participants. Individuals may register with or without being part of a mini-team. Mini-teams can consist of 2-6 participants from any part of the college community - any variation of students/staff/faculty members. For staff and faculty, the traditional employee divisional challenge winners will continue to be determined by two criteria – the greatest percentage of participation for staff and the highest average number of minutes per participant.

We hope that everyone will join the 2023 Fall Into Fitness Challenge this fall and encourage others to join them in the Challenge too. We had lots of fun with the 2023 Spring Into Fitness Challenge through a variety of fun activities. Make the steps you take in the 2023 Fall Into Fitness Challenge the first steps you take toward ***falling into wellness!***

¹⁶<https://forms.office.com/r/RtXUvaUjTH>

¹⁷<https://teams.microsoft.com/l/team/19%3a376b5de98c5c4e0382caa71f30205160%40thread.tacv2/conversations?groupId=74e71e0a-3a05-4fab-949b-086c649b510b&tenantId=6232b055-76b9-4c13-9b88-b562ae7db6fb>

¹⁸<https://forms.office.com/r/RtXUvaUjTH>

¹⁹<https://totara.dickinson.edu/course/view.php?id=399>

2023 Fall Into Fitness Challenge Registration



Week #2: Focus on Fun | Fitness with Family & Friends (October 29-November 4)



Health Coaching 101 | Focus on Fun²⁰

- Focusing on having fun while being active is a great approach to improving and maintaining your wellbeing. View this Health Coaching PowerPoint for tips and resources to support having fun in your wellness journey!

²⁰<https://totara.dickinson.edu/mod/url/view.php?id=1586>

Building Campus Inclusivity Scavenger Hunt²¹

- Complete the Scavenger Hunt to have a bit of fun...rain or sun! Scan the QR code and hit the road!



Week #3: Focus on Water | For a Healthier Mind & Body (November 5-11)

²¹<https://totara.dickinson.edu/mod/facetoface/view.php?id=1597>



Focus on Water – for a happier mind and body! Drinking 8 cups of water each day is recommended for optimal bodily and cognitive functioning and health. Try a fruit-flavored water²², such as adding a few strawberries to your water, for a delicious and refreshing drink. Try adding a cup of water with each meal during the day – and see how easy it is to increase your water consumption.

This week includes a water consumption challenge plus the additional option to complete an online health risk assessment. Learning your health risks is an important step in taking care of yourself for an enhanced wellbeing!



Clarke Aquatic Center at the Kline Center²³

²²<https://totara.dickinson.edu/mod/url/view.php?id=1513>

²³<https://totara.dickinson.edu/mod/url/view.php?id=1584>

Looking for an opportunity to take a swim? Check out the pool at the Clarke Aquatic Center in the Kline Center this fall!

Those interested in using the pool must complete the Clarke Aquatic Center Orientation²⁴ (click link to access). **Pool users should bring and present their email receipt from the orientation to the Kline Center front desk attendant during their first week using the pool, until the necessary systems are updated.**

If you have questions or concerns, reach out to Anthony Pompei, Head Swim Coach and Aquatics Director: pompeia@dickinson.edu²⁵

Professional Development and Wellness Activities - Sign-up now!

Tuesday, November 7

- **TIAA Consultations**²⁶ | 9 a.m. - 5 p.m. | Mary Dickinson Room - schedule directly with TIAA
- **Substance Misuse and the Drug Free Workplace**²⁷ | 11 a.m. - noon | Stern Center 102
- **Flu Vaccine Clinic**²⁸ | 4 - 6 p.m. | HUB Social Hall



Completing an online Health Risk Assessment

²⁴https://dickinson.co1.qualtrics.com/jfe/form/SV_eflNoxoOdz171um

²⁵<mailto:pompeia@dickinson.edu>

²⁶<https://shared.tiaa.org/public/publictools/events/meetingatworkplace>

²⁷<https://totara.dickinson.edu/course/view.php?id=300>

²⁸<https://totara.dickinson.edu/course/view.php?id=165>

Health Risk Assessments (HRA) are a great way to learn more about your own health risks and ways to reduce or eliminate any modifiable health risks identified. Some health risks are innate (you are born with them) but some are those that have developed as a result of lifestyle habits or the environment surrounding you - these are often modifiable!

Complete an HRA survey online to learn more and take steps to change or correct health risks that are modifiable. Get started with one of the free online options shown below based on your status on campus.

Health Advocate | Full-time Employees:²⁹

Create your log-in with Health Advocate by identifying that you are a Dickinson College employee, then proceed to click on:

Health > Browse Health > Read Health Articles > Assessments > General Risk Health Assessment

Healthy Life HRA | Anyone:³⁰

If you are not a full-time employee - this is the HRA suggested for you! It is available to ANYONE and it's free. The results come ONLY to you and provide a snapshot of your personal health risks. Before beginning, collect your personal biometric screening information, including your most recent blood pressure, height, weight and glucose/cholesterol/triglyceride levels.

Wellness@Dickinson incentives are provided to employees completing a Health Risk Assessment. Once you complete the HRA, simply send an email to devwell@dickinson.edu³¹ to let us know it's completed! (Note: Please don't send us your HRA results - only inform of completion.) We will provide your incentive reward once we receive your email notification.

²⁹<https://www.healthadvocate.com>

³⁰<https://healthylifehra.org/>

³¹<mailto:devwell@dickinson.edu>



Try the challenges below to learn more about nutrition, while also having a fun and DELICIOUS evening out. Expand your understanding of what causes heartburn and reflux by attending the online UPMC workshop. Learn to make the best choices for your body and mind overall.

MyPlate.gov Nutrition Quiz³² -

- MyPlate.gov offers a nutrition quiz and LOTS of resources! Take the MyPlate.gov quiz³³ to learn more about nutrition and explore the multitude of resources available.

Dickinson Farm Works³⁴

- Check out Farm Works for some savory soup or a delicious fresh salad! Enjoy other organic products from the College Farm at 169 W. High Street.

Edible Excursions³⁵

- Explore some virtual Edible Excursions via the College Farm online - and then visit any or all of these with family and/or friends to have some fun!

Professional Development and Wellness Activities - Sign-up now!

Monday, November 13:

³²<https://totara.dickinson.edu/mod/url/view.php?id=1510>

³³<https://www.myplate.gov/form/myplate-quiz>

³⁴<https://totara.dickinson.edu/mod/url/view.php?id=2266>

³⁵<https://totara.dickinson.edu/mod/url/view.php?id=2267>

- **Blood Pressure Screenings** | noon - 1 p.m. | Mary Dickinson Room - walk-in; no sign-ups necessary

Thursday, November 16:

- **GERD | Heartburn and Reflux Prevention - a UPMC Webinar³⁶** | noon - 1 p.m. | Online Presentation

Friday, November 17:

- **American Red Cross Blood Drive** | 10 a.m. - 5 p.m. | HUB Social Hall - *please visit www.redcrossblood.org³⁷ or call 1-800-RED Cross (1-800-733-2767)*

Week #5: Focus on Family Health History (November 19-25)



Learn about your own family health history by chatting with relatives! Knowing your family health history is not always an easy task to accomplish, but learning it may help you better address your own wellbeing now and in the future. Take a few moments to get to know the details of your family health history and gain the knowledge to help manage your own potential health risks.

³⁶<https://totara.dickinson.edu/course/view.php?id=64>

³⁷<http://www.redcrossblood.org/>

Fitness Challenge: Leafing Summer Behind! Walk (or run) independently or with your mini-team...**Take a walk and EXPLORE the Dickinson Cross Country Trail, complete the Arbor Walk as a self-guided tour OR the Historic Wayside Markers walk as a self-guided tour.** Take a walk or hike and capture your favorite fall foliage snapshot and share online
#FallIntoFitnessLeafingSummerBehind2023

My Family Health Portrait³⁸

- Complete the CDC's My Family Health Portrait³⁹ from the office of the surgeon general – an online tool to help navigate your health and health risks, along with advice from your healthcare provider.

Fun Family Food Activity | Chocolate Caramel Turkey Legs, Acorn Treats & More!⁴⁰

- Have some fun this week getting creative with kids to make fancy, fun snacks and desserts! Click this link for some easy recipes for little hands to help with for the holiday celebrations.

Carlisle Family YMCA Annual Turkey Trot⁴¹ (or other Turkey Trots listed in the Giving In Action section)

ArborWalk | Self-Guided Tour⁴²

Carlisle Historical Walking Tour⁴³

Raising Resiliency | The Power of Gratitude⁴⁴ - *An OpenSesame online course offering*

- Adopt an attitude of gratitude with the tips and techniques presented in this Raising Resiliency series. The Power of Gratitude course will teach you how to give and receive sincere gratitude. We'll discuss the importance of creativity in employing different forms of gratitude to best suit different types of employees. As a result, those around you will feel truly appreciated, improving both your personal and working.

³⁸<https://totara.dickinson.edu/mod/url/view.php?id=1583>

³⁹<https://phgkb.cdc.gov/FHH/html/index.html>

⁴⁰<https://totara.dickinson.edu/mod/url/view.php?id=1694>

⁴¹<https://totara.dickinson.edu/mod/url/view.php?id=2269>

⁴²<https://totara.dickinson.edu/mod/face/view.php?id=1595>

⁴³<https://totara.dickinson.edu/mod/url/view.php?id=2272>

⁴⁴<https://totara.dickinson.edu/mod/url/view.php?id=2271>



Gratitude is good medicine

A regular gratitude practice can make you healthier and lead to:



Better mood



Better sleep



Lower blood pressure



Improved immune function

How to start a gratitude habit

Soak it in

Savor those grateful feelings and feel good about yourself. If you enjoy your new habit, you're more likely to stick with it!



Repeat daily to build a habit!



Dot it down

Grab some paper or a notebook you already have, nothing fancy. Then, just write down anything you feel grateful for.

Pair it up

Do your gratitude right after something else you do every day, like brushing your teeth or eating lunch. This makes the habit stick.



"I don't know what to be grateful for!"

It doesn't have to be Thanksgiving-level to count. Focus on anything simple like:

"For the clouds"

"For my heart that keeps beating"

"For my friend"

"For this sandwich"

"For this day"

Week #6: Focus on Sleep ZZZzzzzZZZ!

(November 26 - December 2)



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

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

Fall Asleep Fast | Deep Sleep Relaxing Music⁴⁵

- Sleep evades even the best of us at times, when daytime stress invades our minds at the hour we are trying to rest and sleep. White Noise or music (YouTube, Alexa or otherwise) is a great resource for sleep music and sounds to help you relax and fall asleep. Check out this video link to sample some soothing sleep music. Click this link to try out this resource for rest!

Peaceful & Soothing Instrumental Music | Relax & Enjoy⁴⁶

- Beautiful Relaxing Piano Music - Peaceful Soothing Instrumental Music, Calm Relaxing Music for Deep Sleep - from YouTube via Healing Soul. This video/link provides 3+ hours of amazingly beautiful and relaxing music. Enjoy whenever you wish to relax and wind down from the days stressors.

⁴⁵<https://totara.dickinson.edu/mod/url/view.php?id=2273>

⁴⁶<https://totara.dickinson.edu/mod/url/view.php?id=2360>

Sleep is YOUR SuperPower!⁴⁷

- View this TED talk by Matt Walker to learn how and why SLEEP is your SuperPower!!! (Viewing time is approximately 20 minutes.) *Sleep is your life-support system and Mother Nature's best effort yet at immortality, says sleep scientist Matt Walker. In this deep dive into the science of slumber, Walker shares the wonderfully good things that happen when you get sleep -- and the alarmingly bad things that happen when you don't, for both your brain and body. Learn more about sleep's impact on your learning, memory, immune system and even your genetic code -- as well as some helpful tips for getting some shut-eye.*

⁴⁷<https://totara.dickinson.edu/mod/url/view.php?id=1585>

Employee Announcements



Dickinson

SPEAK UP

RECLAIM YOUR POWER.
REPORT BIAS.

HOW DO DICKINSONIANS REPORT BIAS?

To complete a Bias Incident Reporting (BIR) Form (or to learn more about the response process), go to dickinson.edu/bias. All submissions are kept CONFIDENTIAL. The Bias Education & Response Team (BERT) coordinator and responders will take action within 24-72 hours of receiving the BIR.

DISRUPT BIAS. WELCOME BELONGING.

WHAT IS A BIAS INCIDENT?

Discriminatory behavior or expression based on sex, race, ethnicity, religion, political affiliation, sexual orientation, gender identity or expression, socio-economic status, national origin, disability, or other legally protected characteristics.

WHY A BIAS EDUCATION & RESPONSE TEAM (BERT)?

Bias incidents occur at Dickinson occasionally. Our goal is to support Dickinsonians, connect them with resources and seek resolutions. The BERT coordinator is available to consult with Dickinson College community members seeking general guidance about bias response.

WHAT ARE EXAMPLES OF BIASED BEHAVIOR?

These general examples represent opportunities for disrupting bias and increasing cultural awareness and respect.

- Using cultural slurs to insult or humiliate others
- Offensive graffiti, images or drawings
- Defacing faith/belief symbols
- Intentionally misgendering individuals who have shared their gender pronouns

IF YOU Need Mental Health Support:
Call My SSP at 1-866-743-7732, or Download the My SSP app from your App Store or Google Play, or Visit mysspapp
OR contact The Wellness Center at 717-245-1663
or dickinson.edu/wellness
or studentwellness@dickinson.edu



Employee Spotlight



Mark Zimmerman, Dining Services, received two medals and two awards for a Special Olympics 300M walk. *Congratulations Mark!*

This is a new feature in our monthly newsletter. If you would like to recognize an employee for their personal or professional accomplishments, please submit a photo (permission granted from employee) and description to devwell@dickinson.edu.⁴⁸

Substance Misuse and the Drug Free Workplace



Tuesday, November 7 | 11 a.m. to noon | Stern Center, Room 102

Presented by Missy Stine, Ph.D.

Associate Director of Counseling and Psychiatric Services

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

⁴⁸<mailto:devwell@dickinson.edu>

Substance use and abuse can happen to anyone -- do you know and recognize the signs? Would you see and understand what was happening if a loved one or friend was having trouble? Attend this workshop to better identify, comprehend and handle situations at home or at work by learning about this troubling reality for our community. Information and resources are available - Knowledge is power!

Enroll and sign-up in Totara⁴⁹

⁴⁹<https://totara.dickinson.edu/course/view.php?id=300>



Dickinson

REDUCING WASTE IN AN **EQUITABLE SPACE**

RULES OF DICKINSON FREE xCHANGE

- Open to Dickinson students, faculty & staff
- Take what you need, donate what you don't
- Keep the space clean and tidy
- No cost to take or leave items!

HOME TO THE
NEW
BOOK xCHANGE!

FREE xCHANGE ACCEPTS CLEAN & DRY CLOTHING OF ALL SIZES & STYLES INCLUDING:

- ✓ **TOPS:** Shirts, sweaters, and suits
- ✓ **BOTTOMS:** Pants, shorts, skirts, and dresses
- ✓ **ACCESSORIES:** Jackets, scarves, belts, and gloves

FREE xCHANGE DOES NOT ACCEPT:

- ✗ Appliances, electronics, and household items
- ✗ Hats, shoes, and undergarments
- ✗ Bedding

**NEW LOCATION:
LOWER LEVEL HUB
OLD MAILBOXES**

For more information contact
sustainability@dickinson.edu

- Reduces waste and promote reuse of clothing, accessories, and textbooks

- Provides a safe, equitable and accessible space to every Dickinsonian

- Creates awareness of the economic, social, and environmental consequences of consumerism

The Free xChange: A Valuable Resource to ALL Employees of Dickinson

Reducing Waste in an Equitable Space



The Dickinson Free xChange aims to:

- 1)** reduce waste and promote reuse,
- 2)** provide a safe, equitable and accessible space for the exchange of second-hand clothing, accessories and textbooks to **every** Dickinsonian and,
- 3)** create awareness of the social, economic, and environmental impacts of consumerism. All items are free and you don't need to donate to take.

This is a wonderful benefit for Dickinson employees to donate gently use clothing items for reuse with our campus community. You and your families are welcome to visit, explore, try on and take whatever you may need. ***We have hopes to work with employees on uniform exchange*** programs so that new employees are not pressed with the burden of expenses just to begin work. Have anything you no longer need? The door is always open, and your ID gets you in the HUB.

Please think about stopping by the newly renovated Free xChange next time you are looking for a clothing item or have some extras that you want to donate. Come with a work friend, bring

your family over on a Saturday or swing by on a break. We welcome you (check in when you are there so we can anonymously count visitors).

New Location!

Holland Union Building (HUB) Lower Level in old mailboxes

Accessible 24/7 with card access to HUB

How it Works:

Free xChange is open to all students, faculty and staff. Dickinsonians are welcome to leave items in the provided donation box or take items from the Free xChange closets at any time.

If you are making a donation, please only donate clean items that are included in the list below. We have all the hangers and racks, and are low on inventory--- so donate to us!

Free xChange ***accepts clean and dry clothing of all sizes and styles*** including:

- Tops: Shirts, sweaters, and suits
- Bottoms: Pants, shorts, skirts, and dresses
- Accessories: Jackets, scarves, belts, winter hats and gloves

Free xChange ***does NOT*** accept:

- Appliances, electronics, and household items
- Baseball hats, shoes, and undergarments
- Bedding

For questions or more information: Contact sustainability@dickinson.edu⁵⁰ or call Lindsey Lyons 717-245-1117

DSon Market: BUY - SELL - TRADE for Dickinsonians

⁵⁰<mailto:sustainability@dickinson.edu>



Check out DsonMarket! *An online community designed to support the buying, selling and trading of goods and services by Dickinson students, faculty and staff.*

Do you have items that you'd like to give away? Sell? Or maybe even something you are looking to buy used?

Want a safe online environment to exchange, buy or sell items with people in the Dickinson Community?

Craigslist can be sketchy. Not everyone has Facebook to utilize the marketplace there. The Free xChange only provides a home for clothing and accessories. What about rugs, lamps, cars, art, electronics, tickets, handmade items, bikes, sports equipment, shoes, purses, jewelry, etc.? We have a solution!

The DsonMarket: Built and maintained by Dickinsonians, for Dickinsonians. We aim to create a safe, inclusive online marketplace where you can save/make money, reduce carbon emissions and interact with others in support of sustainability at Dickinson. This free online platform is supported by the Center for Sustainability Education, but **was built and maintained by Dickinson students** who saw a problem and created a solution using a combination of academic knowledge, technical skills, networking, and determination. #liberalarts

Join and list an item today!

HOW IT WORKS:

1. Visit Dson Market⁵¹.
2. Sign Up (if new) or Sign In (if you already have an account) using your dickinson.edu address.
3. Set up profile, cover image, and about me section. Include contact info.
4. Create your first post for selling or buying. Must include either #wtb, #wts, #wanttobuy, or #wanttosell.
5. Use the search bar to find items you are seeking or scroll feed to see the latest listings.
6. Comment to begin exchanges and make arrangements as to where to meet or pay.
7. Mark exchange completed to end post and comments. Item will no longer appear in searches.

IMPORTANT NOTES:

- This platform can only be used by those with dickinson.edu e-mail address. *(Hence the safe nature of this platform!)*
- For posts with the #wanttosell (#wts) tag, you must include at least one (1) clear photo of the product you are selling. Up to 8 photos can be included in a #wanttosell post. This ensures transparency and helps potential buyers make informed decisions. Photos are optional on #wanttobuy (#wtb) posts and in the comments sections.
- No money or financial information is to be stored, shared, or exchanged in this platform. Any sales should be completed using third party, protected financial applications like Venmo, Zelle, etc. There is no financial protection provided by DsonMarket.
- Be honest, appropriate, inclusive, accurate, fair and transparent. Report inappropriate content immediately using the "report" function.
- All guidelines are posted online: DsonMarket Guidelines⁵²

⁵¹<https://www.dickinson.edu/dsonmarket>

⁵²<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdsonmarket.netlify.app%2Fguide&data=05|01|shaffeca%40dickinson.edu|00983456089f4806a4db08dbd97d65cc|6232b05576b94c139b88b562ae7db6fb|>

For more information about this project or platform contact:

Center for Sustainability Education | sustainability@dickinson.edu⁵³ | 717-245-1117

Dickinson Club



4 - We don't know these people, but they would fit in with us on Friday!

The **Dickinson Club** welcomes all employees to come to eat, drink, socialize, and decide if you'd like to come regularly and be a member.

What to expect and when...

Friday, November 3 | 5 - 7 p.m.: Come spend a few hours with the fun folks in Dickinson's **DEI Division**, including...

- Access and Disability Services
- Center for Social Justice and Spirituality
- LGBTQ+ Center
- Popel Shaw Center for Race and Ethnicity

[0|0|638342904826980515|Unknown|TWfpgZsb3d8eyJWljoimC4wLjAwMDAiLCJQljoiv2luMzliLCJBtil6lk1haWwiLCJXVCI6Mn0%3D|3000||&sdata=Zs8dkcx0ie6clS2mon0gxGADDVwJ89YFK9hmehPoP1k%3D&reserved=0](mailto:sustainability@dickinson.edu)

⁵³<mailto:sustainability@dickinson.edu>

- Women's and Gender Resource Center

Bonus: Given that this is a *masquerade-themed time of the year*, Marni will be bringing her vast assortment of **fun hats, scarves, and silly glasses** from which folks can choose to adorn. **Come mingle with us & Let us know if you plan to come⁵⁴!**

After that...

- **Friday, November 17:** Your brains and bellies will thank you for attending this stupendous **Thanksgiving Feast** in the Stern Great Room, courtesy of members from the US Army War College
- **Friday, December 1:** Get your "well" on with folks from the wonderful **Wellness Center team**
- **Friday, December 8:** Laugh it up with the Lords and Ladies of the **Library**
- **Friday, December 15:** Whoop it up as we celebrate the end of the semester with the **Provost and the offices within Academic Affairs** (*too many to list here, but you won't want to miss it!*)

About the weekly club get-togethers...

What? Friendly socializing with light fare snacks and a variety of beverage options

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

Who? You (*we hope!*), along with whomever you'd like to bring with you, as well as current and past Dickinsonians, new acquaintances, and our weekly honored guests.

How much does it cost to be a member (which gets you on the email notification list and discounts to special events)? We welcome attendees who would like to come a few times first to see if you'd like to join as a member -- which is quite the bargain! Our suggested donation is \$25 for the first year (which gets you free food and drinks at every Friday Club get-together), and \$50 for years thereafter. Current payment options are check, cash, or via Venmo to **@TheDickinsonClub**.

⁵⁴<https://forms.office.com/pages/responsepage.aspx?id=VbAyYrl2E0ybiLVirn22-7TMKNSY7XtBgGJyBejiLBFUNKQzR0o1OURPWDVaUzU0T1FHQUEwQlIxOC4u>

Send any questions or convey your interest in having your department be an “honored guest” by emailing Marni Jones⁵⁵. You can also ask to be made aware of future get-togethers, RSVP to a future Dickinson Club social, or convey your interest in learning more by completing this Dickinson Club Email List/Sign Up/RSVP & Whatnot⁵⁶ form.

Employee Referral Bonus Program



We are always looking to grow our talented team, which is why we’re excited to continue our Employee Referral Bonus Program. Refer qualified candidates to our open roles in housekeeping and dining services and we will offer you up to \$300.

⁵⁵<mailto:jonesmar@dickinson.edu?subject=Dickinson Club>

⁵⁶<https://forms.office.com/pages/responsepage.aspx?id=VbAyYrl2E0ybiLVirn22-7TMKNSY7XtBgGJyBejiLBFUNKQzR0o1OURPVDVaUzU0T1FHQUEwQllxOC4u>

- **Current Eligible Positions: Housekeeper and Dining Services**

Dickinson College Employee Referral Bonus Program:

Dickinson College will provide a \$300 bonus to an employee who refers a candidate who is hired by the college. \$150 will be paid following 30 days of employment and an addition \$150 will be paid following six months of employment. ***Referral-eligible positions are identified by the college.*** Please consult with Human Resource Services as these positions vary based on current need and include ***only full and part-time positions (all casual and student employment positions are excluded from referral program)***. All employees are eligible for this program.

- Applicant must identify the referring employee on the employment application under the ***“How did you hear about the position?”*** section.
- Referring employee must submit a referral form identifying applicant’s name and requested position.
- New employee must successfully complete the background clearance process and work beyond the initial 30 days to be eligible to receive the first \$150 payment.
- New employee must work a minimum of one day beyond the 6-month period to receive second \$150 payment.

Contact your supervisor or Human Resource Services⁵⁷ for a referral form - or simply click here⁵⁸ to download and complete the form now!

COVID-19 Test Kit Resources

⁵⁷<mailto:hrservices@dickinson.edu>

⁵⁸https://www.dickinson.edu/download/downloads/id/12990/employee_referral_program_form.pdf



As a reminder, free COVID-19 tests are available to faculty and staff using your Meritain Health member card containing your Optum Rx prescription benefit⁵⁹. Pick up a test kit at your pharmacy or order online* for pick-up/delivery. Click here⁶⁰ for more information about **Optum Rx**.

Please be aware that if you order test kits through an online pharmacy, you may have up-front charges, and can submit a claim to **Optum Rx⁶¹ to request reimbursement.*

COVIDtests.gov Program⁶²: Households can once again order to receive four free COVID-19 rapid tests. Test kits will be delivered directly to your home via the US Postal Service. Click here⁶³ for more information and to place your order while supplies are available.

Expired Test Kits: Before you discard your "expired" test kits, click here⁶⁴ to see if the expiration date has been extended.

⁵⁹https://www.dickinson.edu/download/downloads/id/14683/meritain_health_and_optum_rx_covid-19_coverage_effective_through_june_30_2024.pdf

⁶⁰<http://www.optumrx.com/>

⁶¹<https://covidtest.optumrx.com/covid-test-reimbursement>

⁶²<https://www.covid.gov/tests>

⁶³<https://www.covid.gov/tests>

⁶⁴<https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/home-otc-covid-19-diagnostic-tests#list>

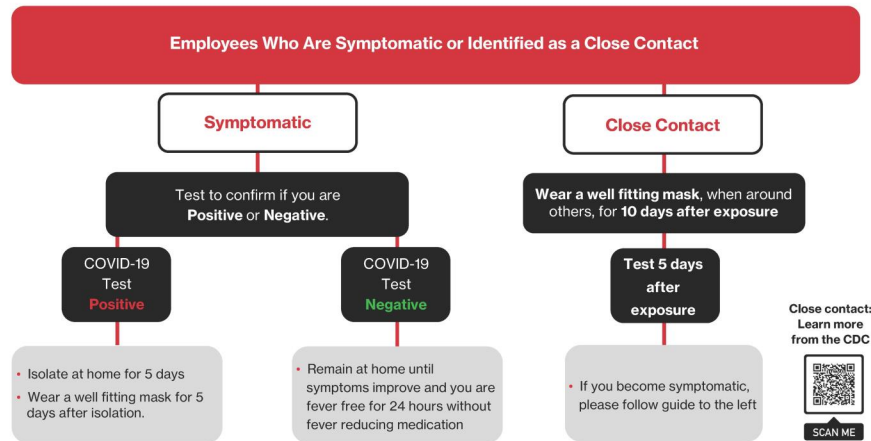
Symptomatic: The college is no longer tracking COVID-19 cases. If you have symptoms, we encourage you to test and take care of yourself. Please use the guide below to help determine isolation. As always, seek guidance from a healthcare provider if your symptoms worsen. For more information, please see the COVID-19 Employee Information⁶⁵ webpage.

Dickinson

COVID-19 symptoms include any or all of the following that are not caused by another condition:

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

If you notice any of the following symptoms, please call 911: difficulty breathing, blue lips or face, confusion, difficulty awakening or staying awake, persistent chest pain or pressure.



⁶⁵https://www.dickinson.edu/homepage/1579/covid-19_employee_information

Foodie Photo Challenge





Join the Foodie Photo Challenge⁶⁶ with Courtney Hager, RD LDN, Wellness Center

Picture This:

When we think about the sensory experience of food, we might use words like sweet, spicy, warm, smooth, dry, or delicious. But look at Instagram foodie accounts, magazine covers in the grocery check-out, or even billboards for convenience store mozzarella sticks (oh-so cheesy!). Before we experience the taste or texture of a food, we might use our sense of sight. The visual presentation lures us in (or not, depending on the food!).

Meals are somehow more special when they are visually appealing.

Now think about the difference between normal weeknight dinners and special holiday meals. Often the presentation of the food is more intentional for the latter. We add centerpieces or holiday-themed accents to the table, we might use formal place settings of dishes and

⁶⁶<https://forms.office.com/r/NwpeDREmAS>

silverware, and we use special care to arrange food on serving platters with a finishing touch of garnish for color.

So here's your challenge (and some helpful photography tips)

From Sunday, October 1 through Wednesday, November 15 shoot and submit a foodie photo!

If you're newly dabbling in food photography, here are a few things to consider:

- **Think about the angle from which you are shooting.** If you want to emphasize the height of a stack of pancakes, you may want to shoot from 45 or 90° whereas if you're trying to show off the smiley face you baked into the pancake, you'll want to shoot from above.
- **Lighting is key!** If you notice there are too many shadows, try to move the light source (or yourself and your food!) until you get the photo you want. Many food photographers try to set up their shot in a sunny window to use natural light, but you can also use a ring light or other white lights with good results too.
- **Excellent photos tell stories!** Consider your background, setting, and any creatures (human or otherwise) in your photo. For example, when photographing an apple, you can tell very different stories if the apple is on a crisp bright white background, or on a tree in the orchard, or being cut on a cutting board in the foreground while your hungry dog stares longingly from across the kitchen island.

So, are you up for the challenge? Join and upload your photo(s) by **clicking here**⁶⁷!

⁶⁷<https://forms.office.com/r/NwpeDREmAS>

Get the Most Out of Your Benefits



CRX is a cost saving mail order drug program for brand name prescriptions from Tier-1 countries, administered by CRX International.

- **\$0 Copay**
- **450+ FREE Brand Name Medications**
- **Worry-free Refills**

This is a **voluntary and safe program for employees and their dependents on Dickinson's group health plan** which does not replace the prescription benefit included with the group health plan.

Participation with CRX International is an opportunity for **health-plan-covered members** to take an active role in their healthcare and **reduce their out-of-pocket prescription expenses**.

CRX International offers brand name medications, in original packaging, shipped directly to you from their certified pharmacies in Canada, the United Kingdom, and Australia at no cost to you!

How does it work? Follow these simple steps:

- Log in to CRX and search for your medication(s) by clicking on the "covered medications" link
- Enroll via online or download a form to complete
- Mail your prescription to CRX or have your provider fax it directly to CRX
- A licensed pharmacy will ship your medication(s) to you
- You will also receive a follow-up call from CRX to confirm refill so you don't run out of your medication(s)

Access information for CRX International by visiting www.crxintl.com⁶⁸

LOG-IN by entering the **Web ID: DICKINSON**

Download your Membership Card *which includes all the information you need to help you and your provider obtain free, brand-name medications!*

Employee Compensation Statement

The annual employee compensation statements for 2023 will be made available via the Gateway in November. The statement summarizes both the salary and benefits you receive as an employee of Dickinson College. This summary serves as an information tool to assist you in making important decisions for you and your family. Please read the information carefully. If

⁶⁸<https://www.crxintl.com/>

you have any concerns about the statement or questions related to a specific benefit, please contact us at hrservices@dickinson.edu⁶⁹.

HealthAdvocateSM

Check out the webinar offering (for all employees) under the *Wellness@Dickinson Events and Information* section of this Sway:

- ***Avoiding Holiday Shopping Fraud***

Available Thursday, November 9, at 1 or 4 p.m.

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 website⁷⁰.



**It's time!
Open enrollment begins
October 15.**

What you need to know for 2024



⁶⁹<mailto:hrservices@dickinson.edu>

⁷⁰<http://www.healthadvocate.com/>



1845 Walnut St 10th Floor
Philadelphia, PA 19103

Need to enroll? Want to make changes to your current coverage?

Open enrollment is October 15 to December 7.



Visit myemeritibenefits.org

Here, you'll be able to:

- Review your demographic information, current benefits and rates.
- Make changes to your selections during the open enrollment period.
- View important plan documents.

If you haven't logged on yet, we'd strongly encourage you do so this year. Additionally, if you also have Emeriti Health Accounts that are currently funded, you can submit and track Qualified Medical Expense (QME) claims.

Register for an Open Enrollment webinar!

This webinar will discuss your healthcare options, as well as offer in-depth benefits information.

VISIT

www.emeritihealth.org/enrollment-webinar-registration
to see available dates and register!

**Or call the Emeriti Service Center at
1-866-EMERITI (1-866-363-7484)**

*And keep an eye out for additional materials from both
Aetna AND Emeriti in the near future.*

Medicare Open Enrollment Ends December 7!



Medicare Transition Services

Get your Medicare questions answered!

Medicare Transition Services⁷¹

⁷¹<https://www.medicaretransitionservices.com/>

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

Medicare Transition Services Guidebook⁷²

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

TIAA Retirement Consultations



Tuesday, November 7 | 9 a.m. - 5 p.m. | McCauley Room, Old West

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*.

⁷²https://www.dickinson.edu/download/downloads/id/12871/medicare_transition_services_guidebook.pdf

To schedule a personal meeting please sign up online⁷³ 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)⁷⁴. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

⁷³<https://shared.tiaa.org/public/publictools/events/meetingatworkplace>

⁷⁴<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 benefits!

Nov. 1 Noon to 1 p.m. (ET) 11 a.m. to noon (CT) 10 to 11 a.m. (MT) 9 to 10 a.m. (PT) Prepare for your future: A guide to saving and investing Developed with women in mind, or for anyone interested in making a comprehensive plan! This webinar covers core concepts of investment strategies, taking on life's challenges, a financial personality type quiz and goal setting.	Nov. 2 3 to 4 p.m. (ET) 2 to 3 p.m. (CT) 1 to 2 p.m. (MT) Noon to 1 p.m. (PT) Create a legacy: Your guide to charitable giving Understand the strategic differences between gifting during life or at death, the tax impacts of each and how to maximize your charitable donations. This webinar offers tips for choosing organizations to benefit and determining what asset type to donate.	Nov. 8 2 to 3 p.m. (ET) 1 to 2 p.m. (CT) Noon to 1 p.m. (MT) 11 a.m. to noon (PT) Take control of your financial life: 5 steps to managing money and debt Learn how to manage your money and balance your priorities so you can enjoy life now and save for the future. This webinar covers balancing income and expenses, creating a spending plan, debt strategies and building your credit score.	Nov. 15 Noon to 1 p.m. (ET) 11 a.m. to noon (CT) 10 to 11 a.m. (MT) 9 to 10 a.m. (PT) Invest for success: Fine-tuning your retirement strategy If you're in or near your peak earning years, move beyond the basics to build a secure retirement. This includes adopting a saving lifestyle, avoiding pitfalls that can sabotage your saving and planning carefully before retiring.
---	---	--	--

RESERVE YOUR SPOT

Fidelity Investments Consultations



Wednesday, February 21 | 9:30 a.m. - 5 p.m. | HUB Side Room 202

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**⁷⁵
- **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

You can also, visit Fidelity.com⁷⁶ to view the available investment options with Fidelity, or to explore the financial planning tools available through Fidelity online.

Fidelity Live Webinars

⁷⁵<https://digital.fidelity.com/prgw/digital/wos/>

⁷⁶<https://www.fidelity.com/>

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.

Browse their extensive educational webinar offerings by clicking here⁷⁷. From small classes and coaching sessions to large multi-session webinars they have something that can help you take your knowledge to the next level!

Retirement Beneficiary Designation and Updates

An important part of your plan for the future might be missing...If you're like many retirement plan participants, you probably selected a beneficiary for your accounts when you started your job and never thought about it since. Keeping your beneficiary information current is one of the most important—and one of the most commonly overlooked—aspects of managing your retirement benefits. For more information on updating your beneficiary please visit the link below:

- Retirement Beneficiary Designation & Updates⁷⁸
- Personal Retirement Counseling Sessions⁷⁹ are held once a month with Fidelity and TIAA investment counselors.
- The toll-free phone number for TIAA⁸⁰ is 1-800-842-2776.
- The toll-free phone number for Fidelity Investments⁸¹ is 1-800-343-0860.
- Fidelity Enrollment Guide⁸²

⁷⁷<https://fidelityevents.com/allevnts/special>

⁷⁸https://www.dickinson.edu/info/20083/human_resource_services/3424/beneficiary_designations

⁷⁹<https://totara.dickinson.edu/course/view.php?id=297>

⁸⁰<http://www.tiaa.org/dickinson/>

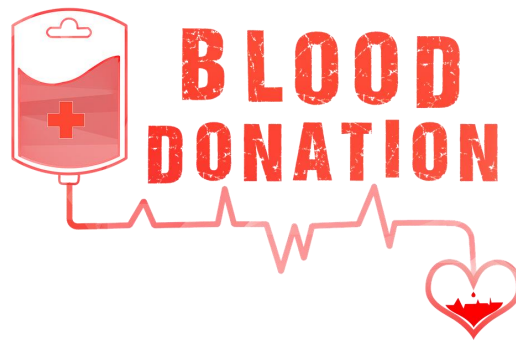
⁸¹<https://www.fidelity.com/>

⁸²https://www.dickinson.edu/download/downloads/id/7481/fidelity_enrollment_guide.pdf

Community | For the Greater Good



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 November:***

- **Cumberland County Blood Drives⁸³**
- **Franklin County Blood Drives⁸⁴**
- **Perry County Blood Drives⁸⁵**

For other blood drives in the area, please visit the Central Pennsylvania Blood Bank's "Give Blood" website⁸⁶ to locate additional dates and locations!

⁸³https://www.dickinson.edu/download/downloads/id/12731/central_pennsylvania_blood_bank_cumberland_county_blood_drives.pdf

⁸⁴https://www.dickinson.edu/download/downloads/id/12735/central_pennsylvania_blood_bank_franklin_county_blood_drives.pdf

⁸⁵https://www.dickinson.edu/download/downloads/id/12734/central_pennsylvania_blood_bank_perry_county_blood_drives.pdf

⁸⁶<https://donate.717giveblood.org/donor/schedules/zip>

Carlisle Family YMCA Turkey Trot



Thursday, November 23 | Carlisle YMCA

The Carlisle Family YMCA Turkey Trot presented by Penn State Health is back! Register⁸⁷ today to be part of their 22nd annual race!

Traveling? No problem! Virtual options also are available. For More information, click here⁸⁸.

Not a Runner? >>> Not a Problem!

Running, walking, wellness, & workforce, in wide & extra-wide widths.
Scan/visit the QR link to learn more and receive a coupon to use in-store.



Appalachian
RUNNING COMPANY



qrco.de/arc-12-trifold

290 E. Pomfret St, Carlisle, PA 17013

717-241-5674 | AppRunCo.com

⁸⁷<https://www.raceentry.com/races/carlisle-family-ymca-turkey-trot-5k/2023/register>

⁸⁸<https://www.raceentry.com/carlisle-family-ymca-turkey-trot-5k/race-information>

Holly Jolly JUBILEE

SATURDAY, DECEMBER 2 FROM 3-6PM

Join us on the Town Square for
Tons of Free Activities for Kids

INCLUDING...

Visits with Santa

THE ANNUAL

Tree-Lighting
Ceremony

AND SO
MUCH MORE!



BROUGHT TO YOU BY:
LoveCarlisle
DOWNTOWN CARLISLE ASSOCIATION
AND OUR COMMUNITY PARTNERS

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

Down on the Farm



Farm Works at 169 W. High Street

Hours: 11 a.m. – 2 p.m.

Visit the Farm Works website⁸⁹ to see featured soups and salads!



Farm Works Online

Farm Works Online⁹⁰ – A virtual version of our beloved Farm Works store, featuring:

Popular Farm Products:

- beets & pickles
- salsa, pizza sauce & Red Devil's pepper sauce
- strawberry jam & melon shrub

Specialty Products

⁸⁹<https://www.dickinson.edu/farmworks>

⁹⁰<https://dcorganicfarm.square.site/farm-works-online>

- extracts, salves, & soap
- yarn & luffa
- note cards & Farm Works mugs

Pickup and shipping options are available! Spread the word to your family, friends and co-workers! Visit Farm Works Online⁹¹ for details and more information!

Farmers on the Square - Change in Hours



Visit vendors on the square each ***Wednesday from 2 to 5 p.m.***

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

⁹¹<https://dcorganicfarm.square.site/farm-works-online>

Nutrition Corner



<https://youtu.be/T2vKk2otpTo>

Poached Egg Tostada

Poached Egg Tostada with Avocado-Tomatillo Salsa - *a creamy poached egg combined with a zesty salsa and a crunchy tortilla is a quick and scrumptious breakfast, lunch, or dinner!*

This ***anytime*** meal is packed with 9 grams of protein and 3 grams of fiber. Don't let the "poach" intimidate you. The *American Heart Association* provides helpful tips to keep your eggs firm! Watch the video to see step-by-step instructions!

Servings: 4 Serving Size: 1 egg and 1/2 cup salsa

Ingredients

- Cooking spray
- 4 6-inch corn tortillas
- 1 tablespoon white vinegar
- 4 large eggs

Salsa

- 1 medium avocado (diced)
- 1 medium Anaheim pepper (seeds and ribs discarded, diced) OR 1 medium poblano pepper (seeds and ribs discarded, diced)
- 1 medium tomatillo (papery husk discarded, diced)
- 1/2 medium tomato (diced)
- 1/4 cup diced red onion
- 1/4 cup chopped, fresh cilantro
- 2 tablespoons fresh lime juice
- 1 medium garlic clove (minced)
- 1/8 teaspoon salt

Directions

1. Preheat the oven to 400°F. Line a baking sheet with aluminum foil. Lightly spray the foil with cooking spray.
2. Arrange the tortillas in a single layer on the foil. Lightly spray the tortillas with cooking spray. Using a fork, pierce the tortillas a few times to prevent them from filling with air. Bake for 5 to 6 minutes on each side, or until golden brown. Transfer to serving plates.
3. Meanwhile, in a large skillet, bring the water and vinegar to a boil over high heat.
4. In a medium bowl, gently stir together all the salsa ingredients. Set aside.
5. Once the water has come to a boil, reduce the heat and simmer. Break an egg into a cup and then carefully slip the egg into the simmering water. Repeat with the remaining eggs, placing them in the water so they don't touch. Simmer for 3 to 5 minutes, or until the whites are completely set and the yolks are beginning to set, but aren't hard. Using a slotted spoon, drain the eggs well. Place each egg on a tostada. Serve with the salsa.

Tips

Cooking Tip: The vinegar helps the egg whites firm up faster and prevents them from spreading too much.

Tip: Choose hard-fleshed tomatillos, discard the husks just before use, and wash the tomatillos well. To store them, leave the husks on and refrigerate the tomatillos in a paper bag for up to one month. Roasting or grilling them tames the tartness and gives them a sweeter taste.

Nutrition Facts:

Calories: 185 | Total Fat: 11 g | Saturated Fat: 2.5 g | Trans Fat: 0 g | Polyunsaturated Fat: 3.0 g | Monounsaturated Fat: 5.0 g | Cholesterol: 186 mg | Sodium: 169 mg | Total Carbohydrate: 15 g | Dietary Fiber: 3 g | Sugars: 2 g | Protein: 9 g |

Dietary Exchanges: 1 starch, 1 lean meat, 2 fat

*Recipe Source: American Heart Association*⁹²

Wellness@Dickinson



Black Friday Deals at The Med Gym!



⁹²https://recipes.heart.org/en/recipes/poached-egg-tostadas-with-avocado-tomatillo-salsa?utm_source=healthy+for+good+fy+2024&utm_medium=email&utm_campaign=emailname &utm_content=Recipe+cta&sc_campaign=0B4876E246A046B4B14864ADCB63B5B1

The Med Gym is offering "Black Friday" deals during the month of November for new members who are interested in getting into a fitness routine for the New Year. This is an exclusive offer to Dickinson employees!

Take advantage of the discounts leading up to Black Friday, November 24, for programs starting in January:

- **Resolution 2.0** - This program starts in January of 2024, and it will be focused on helping you set and stick with your fitness resolutions! This program lasts for 12 weeks and includes a private assessment & S.M.A.R.T. goal-setting session, 2x/week semi-private training, and two private nutrition consultations. The Med Gym is offering this program at a **15% discount**, which is **a savings of over \$100**.
- **New Year's Fitness Jumpstart** - This program offers new clients an opportunity to join one of The Med Gym's private or semi-private training programs in January for **50% off the first 4 weeks**. There is obligation to continue unless you find their program to be the right fit for you!

For more information on these offers and how to get started, please contact David Drinks, Owner and Exercise Specialist, at ddrinks@themedgym.com⁹³.

Click here⁹⁴ to learn more about The Med Gym.

Thoughtful Thursday - Morning Meditation

⁹³<mailto:ddrinks@themedgym.com>

⁹⁴<https://www.themedgym.com/>



Thursday, December 7 | 7:30-8 a.m. | Memorial Hall, Old West

Thoughtful Thursdays meditation sessions offer the opportunity to start the day off with a bit of reflection and inner peace. Leave feeling refreshed, balanced, and ready to meet any challenges coming your way. Join us in Memorial Hall to center your mind and body, bringing focus to your day!

Enroll and sign-up in Totara.⁹⁵

Flu Vaccinations



Flu shots are for everyone, but are they really necessary? Absolutely! Everyone ages 6 months and older should get a yearly flu shot. This protects you, your family and your community. What exactly is the flu? It's a virus that can cause respiratory infection. It spreads quickly. And it can lead to pneumonia and other complications.

⁹⁵<https://totara.dickinson.edu/course/view.php?id=307>

For Fall 2023 as in previous years, we are happy to offer flu vaccinations to students and employees of the college.

Sign-up⁹⁶ for your Fall 2023 flu shot appointment in the HUB Social Hall:

- Tuesday, November 7, from 4 - 6 p.m.

Our on-campus flu vaccines are only offered to adults (employees and students) at this time. We do not carry flu vaccine supplies for children.

REGISTRATION IS REQUIRED⁹⁷ IN ORDER TO RECEIVE YOUR FLU VACCINATION. Please remember to complete the online participation form prior to your scheduled appointment.

Avoiding Holiday Shopping Fraud - A HealthAdvocate Webinar



Thursday, November 9 | 1 and 4 p.m. | Webinar

Huge sales, must-have gifts, and rushing for last minute items have become too familiar. Learning how to prevent fraudsters from using your shopping to their benefit is invaluable at this time of year.

⁹⁶<https://totara.dickinson.edu/course/view.php?id=165>

⁹⁷<https://totara.dickinson.edu/course/view.php?id=165>

Join HealthAdvocate for a special webinar with guest presenter, Chris Shelton, a Fraud Resolution Specialist, for expert guidance on this important issue. They'll discuss fraudster targeted information, common tactics, best safety practices, and what to do if you find yourself the victim of identity fraud. Protecting yourself and minimizing your risk will help ensure you can enjoy a happy holiday season.

Register for the session that best suits your schedule:

- **Thursday, November 9**, from 1 to 2 p.m.⁹⁸
- **Thursday, November 9** from 4 to 5 p.m.⁹⁹

Free Blood Pressure Screenings



Monday, November 13 | 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!

⁹⁸<https://register.gotowebinar.com/register/3600843839364292695>

⁹⁹<https://register.gotowebinar.com/register/1755332263839964251>

GERD | Heartburn and Reflux Prevention



Rescheduling for the Spring Semester

You feel like you just ate **FIRE!** What can you do to put out the fire? Even better, are there things you can do to keep the flames from relighting ?

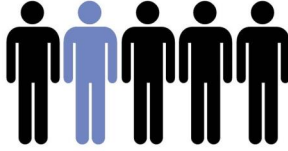
It may be more than simple heartburn.

- What are the symptoms of a chronic reflux (GERD) problem?
- What foods, lifestyles or activities cause reflux --OR can cause the symptoms to flare.
- Are there health risks if reflux is left untreated?
- Will medications help?
- When should I talk to a gastroenterologist?

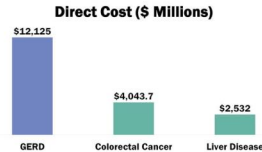
Join us as Dr. Ali Abbas, from UPMC Gastro Associates of York, leads a discussion on this topic.

Gastroesophageal Reflux Disease (GERD)

Affects up to 1 in 5 People



GERD is the digestive disease with the highest direct cost, ahead of diseases like colorectal cancer and liver disease:

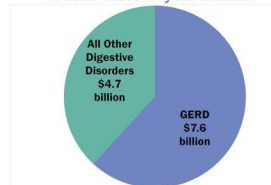


Indirect costs for GERD, caused by reduced work productivity, are \$75 billion per year

Over 18 million GERD diagnoses are made each year

Symptoms may include:

- Heartburn
- Belching
- Difficulty or pain when swallowing
- Feeling food stuck in the your throat
- Chronic sore throat
- Inflamed gums
- Erosion of tooth enamel
- A sour taste in your mouth



People spend over \$7.6 billion a year on prescription medications for GERD - this is over half the cost of prescription drugs for all digestive diseases

To learn more about GERD,

visit aboutGERD.org



GERD Awareness Week

The week of Thanksgiving, November

facebook.com/IFFGD • @IFFGD

GERD Awareness Week

The week of Thanksgiving, November

15 Tips to Manage Your Symptoms this Holiday



1) Schedule an earlier meal.



9) Use smaller plates.



2) Serve light appetizers.



10) Substitute water for soda.



3) Stay active.



11) Watch the desserts.



4) Don't smoke.



12) Skip the after-dinner mint.



5) Nix the juice.



13) Slow down.



6) Season lightly.



14) Stay awake!



7) Limit your drinks.



15) Talk to your doctor.



8) Pass on deep frying your turkey.

To learn more, visit aboutGERD.org





American Heart Association
Healthy for Good™



5 EASY WAYS TO IMPROVE YOUR WELL-BEING AT WORK

**Busy days.
Endless demands.
Distractions everywhere.**

Working is filled with many frustrations. But the good news is that there are ways to prioritize your mental and physical well-being during the work day. Even small changes matter and can lead to big improvements. Here are some top tips that you can start today.



1 STAY HYDRATED

When work gets hectic, you may forget about healthy habits like drinking enough water. Use a refillable water bottle to track your intake. Or make a game out of staying hydrated with your coworkers or family members; when someone says "water check," everyone must take a drink.

Why? Drinking enough water has many benefits, including improving brain function.



2 FIND TIME FOR LUNCH

Schedule time for lunch every day. Read that again and then make it happen. If possible, eat away from your work space so you can focus on your meal and enjoy your downtime.

Why? Good nutrition improves physical health and may help decrease stress and anxiety. A lunch break also helps you avoid getting too hungry and then overeating, or snacking mindlessly later.



3 MAKE MINUTES MATTER

Allow breaks throughout the day. Even 5-10 minutes between meetings will give you time to decompress, use the bathroom, stretch your legs or get some fresh air before diving back into work.

Why? Short breaks help you handle stress and recharge your body and mind.



4 LIMIT DISTRACTIONS

Turn your phone on silent when you do not want to be disturbed. Or, find other ways to create fewer interruptions from coworkers or family members. Consider placing a "busy" sign at your work area when you need to concentrate.

Why? Limiting distractions makes you more productive at work and more present at home.



5 PRACTICE GRATITUDE

Celebrate small wins throughout the day. Keep a journal at your workspace where you write down all of your successes. Encourage coworkers to do the same and share something from your lists at the start of your next meeting to highlight progress.

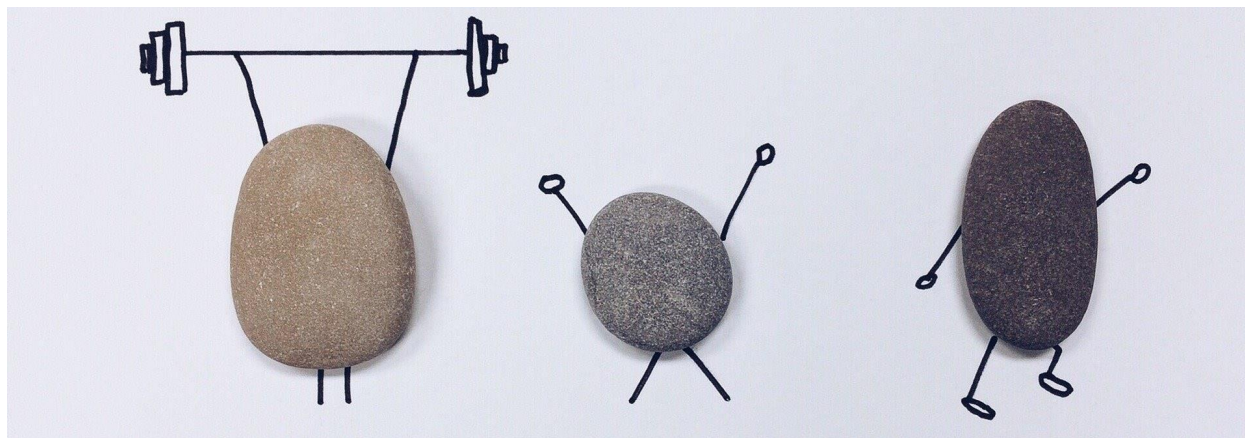
Why? Positive thinking increases your optimism and can improve mental health.

IMPROVING YOUR WELL-BEING AT WORK:

- » Increases concentration and productivity
- » Reduces risks of injury and disease
- » Lowers stress
- » Boosts quality of life
- » Strengthens the immune system

Visit heart.org/stress to learn more.

Wellness@Dickinson Fitness Programs



Fall Fitness Programs



Wellness programs offered for 2023-2024 continue with fitness options collaboratively designed with the office of Campus Life to allow the maximum possible wellness opportunities for the campus community.

¹⁰⁰https://www.heart.org/en/healthy-living/healthy-lifestyle/mental-health-and-wellbeing/5-easy-ways-to-improve-your-well-being-at-work?utm_source=healthy+for+good+fy+2024&utm_medium=email&utm_campaign=emailname &utm_content=content1+cta&sc_campaign=0B4876E246A046B4B14864ADCB63B5B1#videopromo

Mondays

- Pilates¹⁰¹ | 3:30 - 4:30 p.m. | HUB Dance Studio | RSVP in EngageD by searching "Pilates"

Tuesdays

- DEW Power Yoga¹⁰² | 7 to 8 a.m. | HUB Dance Studio
- Cardio Fusion¹⁰³ | noon to 1 p.m. | HUB Dance Studio | RSVP in EngageD by searching "Cardio"
- ZUMBA¹⁰⁴ | 3:45 to 4:45 p.m. | HUB Dance Studio | RSVP in EngageD by searching "ZUMBA (*Note time change*)"

Wednesdays

- Pilates¹⁰⁵ | 4:30 to 5:30 p.m. | HUB Dance Studio | RSVP in EngageD by searching "Pilates"
- Sports Yoga¹⁰⁶ | 4:45 to 5:45 p.m | Memorial Hall, Old West

Thursday

- Camp Cardio¹⁰⁷ | noon-1 p.m. | HUB Dance Studio
- ZUMBA¹⁰⁸ | 3:45 to 4:45 p.m. | HUB Dance Studio | RSVP in EngageD by searching "ZUMBA" (*Note time change*)

For questions or assistance with registrations, please send an email to devwell@dickinson.edu¹⁰⁹ or call ext. 8084.

¹⁰¹<https://dickinson.campuslabs.com/engage/event/9080660>

¹⁰²<https://totara.dickinson.edu/course/view.php?id=457>

¹⁰³<https://dickinson.campuslabs.com/engage/event/9070531>

¹⁰⁴<https://dickinson.campuslabs.com/engage/event/9070635>

¹⁰⁵<https://dickinson.campuslabs.com/engage/event/9080660>

¹⁰⁶<https://totara.dickinson.edu/course/view.php?id=47>

¹⁰⁷<https://totara.dickinson.edu/course/view.php?id=379>

¹⁰⁸<https://dickinson.campuslabs.com/engage/event/9070635>

¹⁰⁹<mailto:devwell@dickinson.edu>

See below for more details of each program.

Pilates - Offered by Campus Life



Mondays | 3:30 - 4:30 p.m. | HUB Dance Studio

Wednesdays | 4:30 - 5:30 p.m. | HUB Dance Studio

Instructor: Jennifer Moore

Pilates is a form of exercise that emphasizes the balanced development of the body through strength, flexibility, and awareness in order to support everyday movement. Through a series of core exercises, the body is both strengthened and stretched, ultimately providing a longer, leaner look. Improve coordination, release stress, and improve your posture with a practice that is both effective and fun. Suitable for all levels of fitness.

RSVP in EngageD by searching "Pilates"

DEW Power Yoga



Tuesdays, November 7, 14, & 21 | 7 - 7:45 a.m | HUB Dance Studio

Instructor: Jeanette Diamond

DEW (***Diamond Essence Within***) Power Yoga offers the possibility to find your inner power and builds from within to expand your ability from the inside outward. Yoga is for everyone - and whether you are new to yoga or have been practicing for a while - the empowerment of this ***Baptiste-style*** class brings results! This is a judgement-free practice for anyone who would like to join and practice yoga. The sequence of poses will warm you up from the inside and bring amazing results overall. Finish each session feeling energized yet relaxed!

Enroll and sign-up in Totara.¹¹⁰



¹¹⁰<https://totara.dickinson.edu/course/view.php?id=457>

Cardio Fusion - Offered by Campus Life

Tuesdays | noon - 1 p.m. | HUB Dance Studio

Instructor: Jennifer Moore

Cardio Fusion is appropriate for all who wish to participate. The workout will include intervals of a warm up, cardiovascular and strength, core exercise, and a cool down. This class will be a full body workout that will leave you feeling accomplished and strong at the end. The goal is to build stamina and strength. Cardio Fusion can be used as a great break in your day as you take time for yourself with our wonderful instructor Jenni.

RSVP in EngageD by searching "Cardio"



ZUMBA - Offered by Campus Life/Athletics

Tuesdays | 3:45 - 4:45 p.m. | HUB Dance Studio (*Note time change*)

Instructor: Jeannette Kole

Zumba is a total body workout that boosts health through accessing both anaerobic and aerobic forms of exercise. By working on both systems, a good cardiovascular system is maintained, plus it's fun! Throughout the span of the workout the class will switch between low and high intensity dance moves that are designed to boost your heart rate. Jeannette Kole is a certified Zumba instructor who is very passionate about this form of exercise, and is excited to work with Dickinson students.

RSVP in EngageD by searching ZUMBA"



Sports Yoga

Wednesdays through November 15 | 4:45 - 5:45 p.m. | Memorial Hall, Old West

Instructor: Jim Mader

Sports Yoga combines active stretching, breathing techniques and a westernized approach to learning and using Yoga poses. Each class is designed to safely increase flexibility, improve mental focus/relaxation and increase strength. With a regular practice of Sports Yoga all activities, including athletics, become easier.

Enroll and sign-up in Totara.¹¹¹



Ethos Fitness | Camp Cardio

Thursdays through November 16 | noon - 1 p.m. | HUB Dance Studio

Join us for an energetic and fun, heart-pumping, calorie-burning cardio class.

This aerobic class will tone muscles and strengthen your heart with different aerobic formats such as: Hi/Lo, Strong, cardio-kickboxing, Zumba, and more.

Enroll and sign-up in Totara.¹¹²

¹¹¹<https://totara.dickinson.edu/course/view.php?id=47>

¹¹²<https://totara.dickinson.edu/course/view.php?id=379>



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

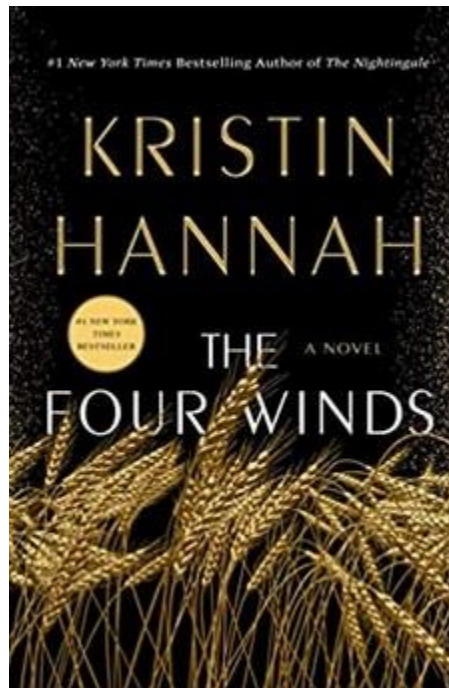
Eligible Categories	Monthly Rate
Young Adult	\$26.40
Adult	\$30.40
Senior Adult	\$28.80
2 Adults [^]	\$46.40
1 Adult with Dependents [^]	\$51.20
2 Adults with Dependents [^]	\$55.20
2 Senior Adults [^]	\$44.80
1 Senior Adult with Dependents [^]	\$47.20
2 Senior Adults with Dependents [^]	\$49.60

[^] 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.

Professional Development



Rescheduled: Book Discussion - The Four Winds by Kristin Hannah

Tuesday, December 5 | noon - 1 p.m. | McCauley Room, Old West

The Four Winds is a novel 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 in Texas, 1921. This story is a portrait of America and the American dream, as seen through the eyes of one woman whose courage and sacrifice define a generation.

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. [Summary source: Amazon.com¹¹³]

The book will be provided to the first 10 participants signing up.

Enroll and sign-up for this book discussion in Totara¹¹⁴!



Rescheduled: The 7 Habits of Highly Effective People

“Lead Your life or someone else will.” - Stephen R. Covey

Presented by: Steve Ricco, Sr. Lecturer in International Business & Management

¹¹³<https://www.amazon.com/Four-Winds-Novel-Kristin-Hannah/dp/1250178606>

¹¹⁴<https://totara.dickinson.edu/course/view.php?id=43>

Habits are powerful forces in our lives. They determine our level of effectiveness or ineffectiveness. This dynamic program represents a proven process of personal and interpersonal growth that can have an immediate and lasting impact and is designed to help participants lead lives in a truly effective way. No matter how competent a person is, he or she will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage and collaborate with others, and continually improve and renew their capabilities. These elements are at the heart of personal, team, and organizational effectiveness.

In this program, participants learn the tools to achieve the “Private Victory” through self-discovery and awareness of current thought patterns and behaviors resulting in greater productivity, and the ability to manage one’s self. Participants will also build skills to increase team engagement, morale, and collaboration in order to improve communication skills, strengthen relationships and achieve “The Private Victory”.

Sessions will be held from 8:45 - 11 a.m. in Stern Center, Room 102 on the following dates:

- **Wednesday, January 31**
- **Wednesday, February 7**
- **Wednesday, February 14**

Enroll and sign-up in Totara¹¹⁵.

Learning Objectives

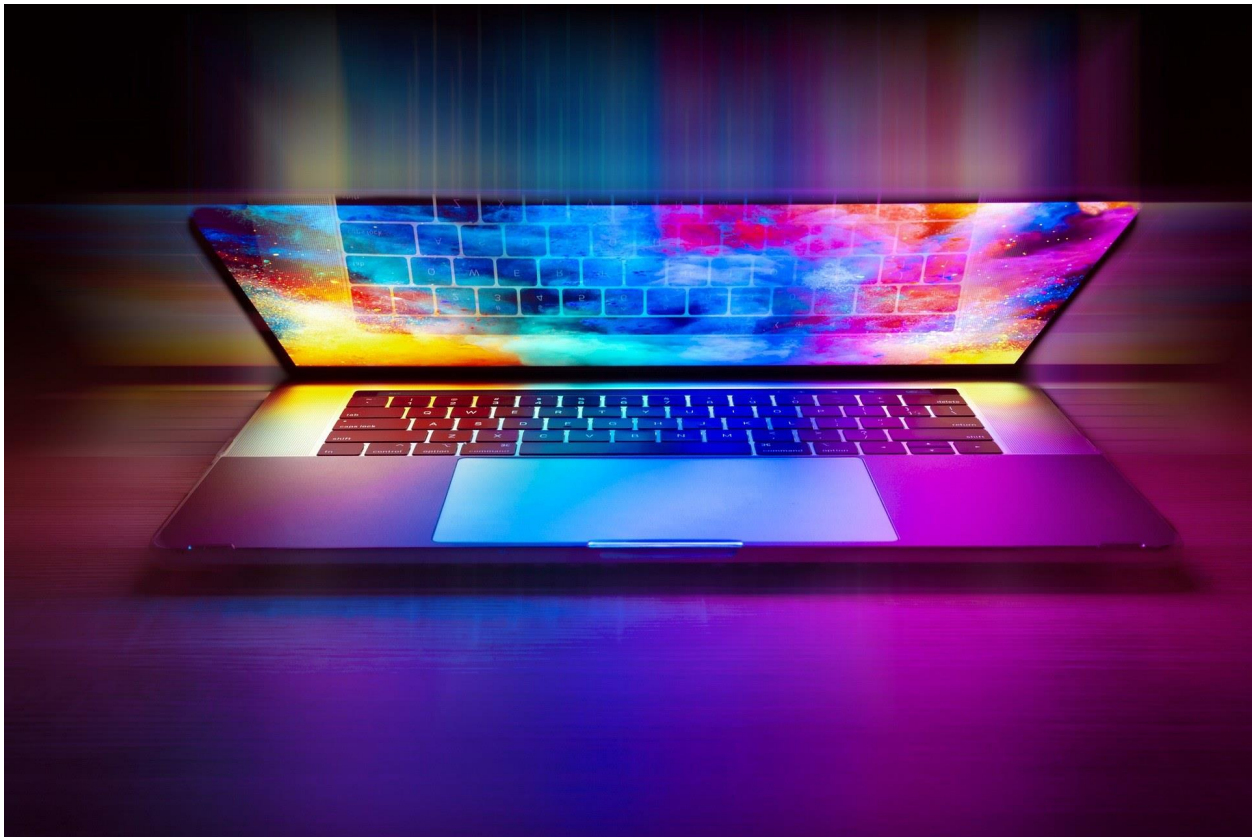
At the end of the workshop, participants will be able to:

- Assume responsibility, focus, and act on what can be controlled and influenced, instead of what can’t.
- Define clear measures of success and create a plan to achieve them for both life and work.

¹¹⁵<https://totara.dickinson.edu/course/view.php?id=38>

- Prioritize and achieve the most important goals instead of constantly reacting to urgencies.
- Collaborate more effectively with others by building high-trust relationships of mutual benefit.
- Influence others by developing a deep understanding of their needs and perspectives.
- Develop innovative solutions that leverage diversity and satisfy all key stakeholders.
- Increase motivation, energy, and work/life balance by making time for renewal activities.

Information and Technology Services





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 now¹¹⁶!

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

Contact Us



Wellness Program | Monthly Incentive Prize Winners

Winner for the month of OCTOBER 2023 - *for fitness program participation during September 2023:*

Luca Trazzi, Italian

Have you been active in our Wellness@Dickinson programs this fall? If so, you are eligible to be included in our monthly fitness prize drawing! 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-

Month¹¹⁷. (Remember to report your Marathon in a Month walking¹¹⁸ to us by the 15th of the 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.edu¹¹⁹ 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

¹¹⁷[https://www.dickinson.edu/downloads/file/1239/marathon in a month walking map](https://www.dickinson.edu/downloads/file/1239/marathon%20in%20a%20month%20walking%20map)

¹¹⁸[https://www.dickinson.edu/downloads/file/1238/marathon in a month tracking your walks](https://www.dickinson.edu/downloads/file/1238/marathon%20in%20a%20month%20tracking%20your%20walks)

¹¹⁹<mailto:devwell@dickinson.edu>

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 Gateway¹²⁰ or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our policy¹²¹ 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 Guide¹²²

Dickinson/Biking¹²³

Dickinson/College Farm¹²⁴

Dickinson/Sustainability¹²⁵

TechNews¹²⁶

Trout Gallery¹²⁷

Theatre & Dance¹²⁸

Campus Announcements¹²⁹

¹²⁰<https://gateway.dickinson.edu/>

¹²¹http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

¹²²[http://www.dickinson.edu/info/20043/about/1562/dickinson "how to" guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_how_to_guide)

¹²³<http://www.dickinson.edu/info/20052/sustainability/2317/biking>

¹²⁴<http://www.dickinson.edu/collegefarm>

¹²⁵<http://www.dickinson.edu/sustainability>

¹²⁶<https://dickinson0.sharepoint.com/sites/TechNews>

¹²⁷<http://www.troutgallery.org/>

¹²⁸<https://www.dickinson.edu/theatreanddance>

¹²⁹<https://www.dickinson.edu/announcements>



HUMAN RESOURCE SERVICES

6 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu¹³¹

Human Resource Services Website¹³²

¹³⁰<http://www.dickinson.edu/events>

¹³¹<mailto:devwell@dickinson.edu>

¹³²https://www.dickinson.edu/homepage/122/human_resource_services