



Vitality - Winter 2023-2024

Dickinson

HUMAN RESOURCE SERVICES

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

Winter Weather Preparedness



Winter Storms Can Bring Snow, Sleet, and Freezing Rain Across the Entire United States and Its Territories.

According to the National Weather Service¹, even Hawaii gets snow on its Big Island, and major cities as far south as Atlanta and Dallas have been paralyzed by snow and ice. In the Northeast, cold temperatures, various types of precipitation, and more present unique hazards in which having a plan ahead of time can make a world of difference. Here are a couple tips for handling the winter months ahead:

¹<https://www.weather.gov/safety/winter>

Outdoors and Traveling:

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

Walking on Snow and Ice:

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

General Reminders:

- Ahead of and during inclement weather, the college receives regular updates from the National Weather Service which it uses to guide its response.
- If the college is delayed or closed, please make every effort to arrive on campus at the designated opening time. For example, if there is a delayed opening until 10 a.m., please arrive at 10 a.m. Our facilities staff do an incredible job of clearing away snow and ice, but parked cars arriving earlier than requested often hinder these efforts and can create additional slick spots later or leave untreated areas.
- In the event of a delay or closure, the college will make every attempt to communicate with you via all available methods, including Red Alert. All pertinent details will typically be discussed in this messaging.

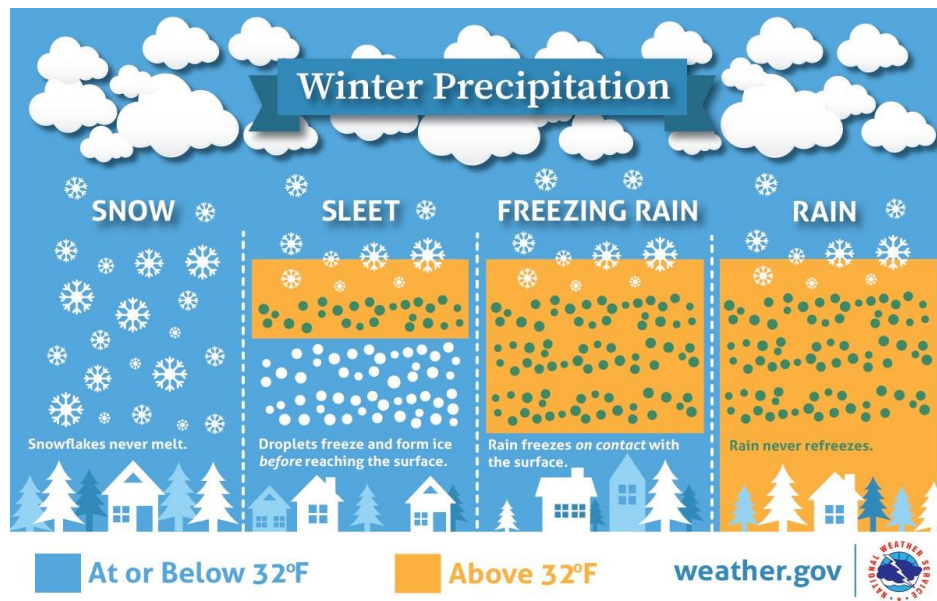
Sources and additional information:

Protecting Yourself from Winter Weather² (Ready.gov)

Winter Storm Safety³ (Weather.gov)

Natural Disasters and Severe Weather: Winter⁴ (cdc.gov)

Heating Fire Safety⁵ (usfa.fema.gov)



²<https://www.ready.gov/winter-weather>

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

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

⁵<https://www.usfa.fema.gov/prevention/home-fires/prevent-fires/heating/>

Fall Into Fitness Challenge Highlights



Harmony Way lead the mini teams in point standings for the majority of the Fall Into Fitness Challenge. **Pumpkin Runners** moved into the lead as of December 1, with 304 points, which is only a two point advantage over Harmony Way!

Participation can be added to Fizikaflex through the end of the day on Monday, December 4.

Final challenge results will be available soon! Enjoy some of the photos shared along the way!



2 - *Harmony Way*: It appears that Benjamin Rush is participating in the challenge



3 - Harmony Way: #FallIntoFitnessChallengeleafingsummerbehind



4 - Marion Strait: #FallIntoFitnessChallengeleafingsummerbehind



5 - Harmony Way



6 - Harmony Way



Reducing Holiday Stress



As the busy holiday season approaches, incorporate some ***selfishness***! Now, we are not suggesting selfishness in terms of greed or "all about me" syndrome. Think of it as ***time for YOU***, self-care, or allow yourself to have ***the power to say No***. It is ok to be selfish when you need to destress. Recognize your feelings and the take action you need to care of yourself. The American Heart Association⁶ recommends these five tips for a less stress holiday season:

- **Give yourself space and grace:** Don't allow yourself to be pulled in 10 different directions. It is ok to not say "yes" to everything being asked of you. Find your cozy spot at home and refresh it with some pillows, a soft blanket, and a candle. Pick up that book you've been meaning to read for the past three months or find replays of *The Golden Bachelor* (or your favorite sitcom/movie).

⁶https://www.heart.org/en/healthy-living/healthy-lifestyle/mental-health-and-wellbeing/seasons-healings?utm_source=healthy+for+good+fy+2024&utm_medium=email&utm_campaign=CP_HFG_Send_2_111623&utm_content=hero+cta&sc_camp=7BEAEDB1401C4FE788C6A3E0085A3528

- **Be present:** Put down your phone and give someone your full attention. Enjoy the simple things around you...the shapes of the clouds, the stars in the sky, the beautiful evening sunset on your drive home, or the snowflakes as they delicately cover the ground.
- **Connect with friends or family:** Have you seen the recent meme? *I want more "run errands with me" friends. No, I don't want to spend \$85 on a dinner to catch up. But I will go to Costco and an estate sale with you and then some tacos.* Enlist a family member or friend to go grocery shopping or run those errands. Share stories while eating tacos (or a salad). Prepare your holiday meal together with family and/or friends and enjoy the conversations and memories from the kitchen to the table!
- **Give Thanks:** Thanksgiving isn't the only time to think about all the reasons you are thankful. Count your blessings everyday! Make a list of things that bring you joy. Thank someone who made your day a little brighter.
- **Sneak in some ZZZZZs:** Give your mind and body some rest! Take an afternoon snooze or, if you can't get a way from work, sit in a quiet space and close your eyes for a few minutes. Relax with a hot bath or hot tea. Meditate or add a yoga routine to stretch and loosen your tired muscles.

Source: American Heart Association; Season's Healing: 5 Tips to Reduce Holiday Stress⁷

Your Holiday Game Plan: Handling Holiday Stress - A Health Advocate Webinar



Thursday, December 7 | 10 a.m. or 4 p.m. | Online Presentation

⁷https://www.heart.org/en/healthy-living/healthy-lifestyle/mental-health-and-wellbeing/seasons-healings?utm_source=healthy+for+good+fy+2024&utm_medium=email&utm_campaign=CP_HFG_Send_2_111623&utm_content=hero+cta&sc_campaign=7BEAEDB1401C4FE788C6A3E0085A3528

The holidays are supposed to be a time of joy and excitement, but for many of us, this season can also lead to feeling stressed or overwhelmed. From family to finances, the holidays often create high expectations that may not be realistic. Finding ways to adapt in this unique season and set boundaries you are comfortable with can help to overcome some of these common challenges. Explore strategies to reduce and manage stress for a calmer and brighter holiday season.

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

Choose the time that works best for you and register by clicking on the link below:

- Thursday, December 7 | 10 - 11 a.m.⁸
- Thursday, December 7 | 4 - 5 p.m.⁹



Are healthcare issues adding to Holiday Headaches?

Health Advocate can help.

The holiday season can become less festive if you are trying to find services for a loved one or are sorting through confusing medical bills.

Health Advocate 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 website¹⁰.

Simply call Health Advocate's toll-free number whenever you have a healthcare or insurance-related concern. Your Personal Advocate, typically a registered nurse supported by medical

⁸<https://register.gotowebinar.com/register/534398268473799770>

⁹<https://register.gotowebinar.com/register/6667263021975811929>

¹⁰<http://www.healthadvocate.com/>

directors and benefits and claims specialists, can help you through the healthcare maze, make the calls, find the right provider, and more. You'll save time, money, and get peace of mind.

Contact Health Advocate:

Phone: 866-695-8622

Email: answers@HealthAdvocate.com¹¹

Web: www.HealthAdvocate.com/members¹²

¹¹<mailto:answers@HealthAdvocate.com>

¹²<http://www.healthadvocate.com/>

Employee Announcements





President John and Beth Jones invite you and a guest to celebrate the holidays with colleagues and friends!

Please join the Jones' for an evening to include heavy hors d'oeuvres and refreshments.

Holiday Reception
Friday, December 8, 2023
6-8 p.m.
Social Hall, Holland Union Building

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

Please RSVP here¹³. This form will close on Monday, December 4, at 8 p.m.

In the spirit of the season, there will be an opportunity to support Project SHARE¹⁴, a local food pantry housed on the Dickinson campus, by bringing healthy non-perishable food items or shopping virtually¹⁵ and/or contributing to Dickinson's United Way Pacesetter Campaign either through the online pledge form¹⁶ or the UW's website¹⁷.

Employee Spotlight

¹³<https://forms.office.com/pages/responsepage.aspx?id=VbAyYrl2E0ybiLVirn22-1SW1AfhJmIGk-QX18ISTZIUMIY4SE1YUIM2TDQ2QkJJRjIKNENWUTM5Qi4u>

¹⁴<https://projectsharepa.org/>

¹⁵<https://app.etapestry.com/cart/ProjectSHARE/default/index.php>

¹⁶https://forms.office.com/Pages/ResponsePage.aspx?id=VbAyYrl2E0ybiLVirn22-2V2j_6JxkRPj-v8zisWoQJUNldIVE1IV0k5RVUwRVFFTjIjVEdeRzgzQS4u&sid=424f6a93-adce-4a83-b07a-1643c47e3bb7

¹⁷<https://uwcarlisle.org/donate/>



8 - Photo Credit: Dan Loh

Congratulations to **Joe O'Neill**, senior director of visual media, for winning an Emmy Award! Joe's "Beer to Biogas" video was the 2023 winner in the "Health/Environment/Science - Short Form Content" category. The video creatively shares how the Dickinson College Farm teamed up with Molly Pitcher Brewing Company and local farmers to collect sustainable waste and convert it into green-energy. Read the full article, by MaryAlice Bitts-Jackson, and view the video by clicking here¹⁸.

*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.*¹⁹

All-College Committee Opportunity for Non-Exempt Staff Member

¹⁸[https://www.dickinson.edu/news/article/5580/and the emmy goes to](https://www.dickinson.edu/news/article/5580/and_the_emmy_goes_to)

¹⁹<mailto:devwell@dickinson.edu>



In 2021, the All-College Committee on Equity, Inclusivity & Belonging (EIB) was formed and merged the President's Commission on Inclusivity, the Working Group on Sexual Harassment & Misconduct and the Bias Education & Response Team into a single, permanent all-college committee. The committee's charge was recently updated to focus on development, implementation and monitoring of the College's Inclusivity Strategic Plan, assessment initiatives and advising leadership and the college community on policies impacting our access, belonging, diversity, equity, and inclusion work.

The Equity, Inclusivity and Belonging (EIB) All-College Committee²⁰ **has an opening for a non-exempt staff member to participate.** If you are interested in joining or would like more information, please contact Debra Hargrove²¹.

Community Workshop: Climate Resilience in Cumberland County & Carlisle

²⁰https://www.dickinson.edu/homepage/1509/equity_inclusivity_and_belonging_all-college_committee

²¹<mailto:hargrove@dickinson.edu>



Friday, December 15 | 2-5 p.m. | Allison Hall Community Room

Register today to participate in a highly interactive workshop to engage in conversation with Dickinson and area community members to learn and share perspectives about climate risks to people, communities, businesses, and resources in our region, identify risks of greatest concern, provide your input on strategies for building resilience, and help set priorities for action. Beverages and light foods will be provided.

Click here²² to register. Registration will close on December 12, at 5 p.m.

²²<https://docs.google.com/forms/d/e/1FAIpQLSe6NDYqYkUb9rjH5jzBFzxZuT1NBEbQUuPZ4bnHIJJsihDQgw/viewform>

Join the WGRC in reviving this annual tradition!

Women's Potluck Lunch

All staff and faculty women are invited to join this end of semester celebration and community connection lunch hosted by the Women's and Gender Resource Center.



Monday, Dec. 18

12:00 - 1:00pm

HUB Social Hall West

Bring a dish to share (main, side, or dessert), and we'll provide drinks. Homemade and store-bought equally welcome!

Dickinson
WOMEN'S & GENDER
RESOURCE CENTER



Tuesday, January 9 | noon - 1 p.m. | Waidner-Spahr Library, Biblio Cafe

On campus this winter break? Join us for home-cooked food, conversation, and crafts!

Faculty, staff, and all students are welcome. Bring a dish (home-cooked or store-bought) to share or just your appetite!

RSVP in EngageD or **click here**²³.

2023 Year-End Reminders



Timesheet Deadlines

- Time sheets for the pay period of 12/03/2023 through 12/16/2023 must be submitted and approved by 9:00 a.m. on Monday, 12/18/2023.
- Time sheets for the pay period of 12/17/2023 through 12/30/2023 must be submitted and approved by 9:00 a.m. on Tuesday, 1/02/2024

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

Other Year-End Items

²³<https://dickinson.campuslabs.com/engage/event/9609047>

As the end to 2023 quickly approaches, please take a moment to review and make any updates to your personal information on file.

- **Review/Update your permanent mailing address**

Employees who have moved during the year and haven't updated their address should complete and submit a new Certificate of Residency²⁴ to Human Resource Services.

- **Review/Update Electronic Tax Information**

Dickinson encourages all employees to elect to receive only electronic versions of both Form W-2 and 1095-C through Banner Self Service. If you consented to the electronic W-2/1095-C in a previous year, your consent remains in effect for 2023. Please review your electronic consent for the W2 Tax and Wage Statement and 1095-C form in Self Service Banner and make any updates by 12/31/23.

Employees who consent to receiving electronic tax form(s) will not receive a paper form(s) and agree to obtain them through Banner Self Service. The consent will remain in effect until withdrawn by the employee through Banner Self Service or upon termination. If an employee does not consent, a paper form(s) will be mailed, no later than January 31, via the US Postal Service to the current address on record.

How to Elect Electronic Tax Statements²⁵

- **Review/Update your federal withholding status**

The IRS encourages everyone to use the Tax Withholding Estimator²⁶ to perform a "paycheck checkup." This will help you make sure you have the right amount of tax withheld from your paycheck.

Employees who wish to update their withholding status should submit a new Form W-4 Employee's Withholding Allowance Certificate²⁷ to HR Services.

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

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

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

Employees who claim “exempt” from federal income tax withholding on the W-4 form during 2023, will need to submit a new *Form W-4 Employee’s Withholding Allowance Certificate* by 2/15/2024 to maintain their exempt status for calendar year 2024.

COVID-19 Test Kit Resources



As a reminder, free COVID-19 tests are available to faculty and staff using your Meritain Health member card containing your Optum Rx prescription benefit²⁸. Pick up a test kit at your pharmacy or order online* for pick-up/delivery. Click here²⁹ 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 Rx³⁰ to request reimbursement. Also, most insurances no longer cover the cost of COVID-19 tests. Optum Rx has informed pharmacists in our area that up to four (4) tests are approved per month through June 2024. You may have to ask the pharmacy technician to run the expense through your insurance.*

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

²⁸https://www.dickinson.edu/download/downloads/id/14683/meritain_health_and_optum_rx_covid-19_coverage_effective_through_june_30_2024.pdf

²⁹<http://www.optumrx.com/>

³⁰<https://covidtest.optumrx.com/covid-test-reimbursement>

COVIDtests.gov Program³¹: 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 here³² for more information and to place your order while supplies are available.

Expired Test Kits: Before you discard your "expired" test kits, click here³³ to see if the expiration date has been extended.

For more information, please see the COVID-19 Employee Information³⁴ webpage.

Compliance | Policies



Protecting Our Community Session

³¹<https://www.covid.gov/tests>

³²<https://www.covid.gov/tests>

³³<https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/home-otc-covid-19-diagnostic-tests#list>

³⁴https://www.dickinson.edu/homepage/1579/covid-19_employee_information



Wednesday, January 10 | 2:30 - 4 p.m. | Stern Center, Room 102

Wednesday, January 17 | 9-10:30 a.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 here³⁵ 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:

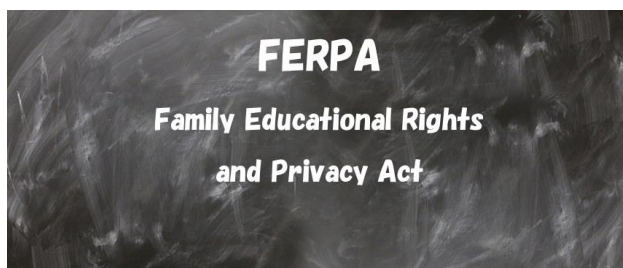
1. Click on Dashboard in the upper ribbon
2. Click on Protecting Our Community Certification...
3. The next page will provide links to the required on-line courses to complete the certification.

For questions, please email devwell@dickinson.edu³⁶ or contact Carol Shaffer at ext. 1152.

³⁵<https://totara.dickinson.edu/course/view.php?id=31>

³⁶<mailto:devwell@dickinson.edu>

The Fundamentals of FERPA



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

Presenter: Elizabeth White-Hurst, Registrar

This session provides an overview of the fundamentals of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA sets forth requirements to protect the privacy of student's educational records. After participating in this session, faculty and staff will be able to:

- 1.) Describe the basic concepts of FERPA
- 2.) Apply steps to protect student education records
- 3.) Determine when information can or cannot be released.

Enroll and sign-up in Totara³⁷ to access the Teams meeting link.

Substance Abuse and the Drug Free Workplace

³⁷<https://totara.dickinson.edu/course/view.php?id=35>



Thursday, February 8 | 11 a.m. - noon | Stern Center, 102

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

Enroll and sign-up in Totara³⁸. Online resources are also available through this course page.

Summary of Annual Reports

- **Emeriti - 2022³⁹**
- **Tax Deferred Annuity Retirement Plan - 2022⁴⁰**
- **Defined Contribution Retirement Plan - 2022⁴¹**

³⁸<https://totara.dickinson.edu/course/view.php?id=300>

³⁹https://www.dickinson.edu/download/downloads/id/15058/2022_emeriti_sar.pdf

⁴⁰https://www.dickinson.edu/download/downloads/id/15059/2022_tax_deferred_annuity_summary_annual_report.pdf

⁴¹https://www.dickinson.edu/download/downloads/id/15060/2022_defined_contribution_retirement_plan_summary_annual_report.pdfhttps://www.dickinson.edu/download/downloads/id/15059/2022_tax_deferred_annuity_summary_annual_report.pdf

The above reports reflect the financial conditions and transactions for January 1, 2022 to December 31, 2022. You may print and/or view PDF versions of the above reports.

Get the Most Out of Your Benefits



Employee Compensation Statement

The annual employee compensation statements for 2023 are available via the Gateway (Employee tab). 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 you have any concerns about the statement or questions related to a specific benefit, please contact us at hrservices@dickinson.edu⁴².

Sample below:

⁴²<mailto:hrservices@dickinson.edu>

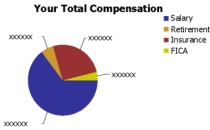
Dickinson College
Confidential Compensation Statement as of Nov 2, 2023

A special message about your compensation

Human Resource Services is pleased to provide you with this compensation statement which includes an estimate of the current annualized value of your salary and benefits. Your total compensation includes much more than your regular paycheck. The variety of benefits and privileges provided by the college are valuable in both monetary terms and in the financial security they may provide.

CONFIDENTIAL For: Employee Name Street Address City, State Zip Code	Personal Data: Banner ID: xxxxxxxxxx Employment Date: MMM, DD, YYYY Birth Date: MMM, DD, YYYY Position: title
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Summary of Salary and Employer Provided Benefits	
Base Salary	xxxxxxx
Retirement Contributions by Dickinson	xxxxxxx
Benefits Paid by Dickinson	xxxxxxx
FICA (Social Security - Retirement)	xxxxxxx
Total	xxxxxxx



Benefits

Benefit Description	Employee Amount	Dickinson Amount
Medical Insurance - (b) Employee + Child(ren)	xxxxxxx	xxxxxxx
Dental High Option Non Exempt - (c)	xxxxxxx	xxxxxxx
EE+Sp+Child(ren)/EE+Childm	xxxxxxx	xxxxxxx
Vision Support Staff - (c) EE+Sp+Child(ren)/EE+Childm	xxxxxxx	xxxxxxx
Flexible Health Care Account	xxxxxxx	xxxxxxx
Medicare Contributions	xxxxxxx	xxxxxxx
Life Insurance Coverage (\$68,687)	xxxxxxx	xxxxxxx
Long Term Disability (\$1,717 per Month)	xxxxxxx	xxxxxxx
Total Benefits	xxxxxxx	xxxxxxx

Retirement Plans/Contributions and FICA (Social Security)

Retirement Plan	Employee Amount	Dickinson Amount
TIAA 9% ER Contribution	xxxxxxx	xxxxxxx
TIAA CREF GSRA Account	xxxxxxx	xxxxxxx
Emeriti VIEBA Contribution	xxxxxxx	xxxxxxx
TIAA 9% ER Match Contribution	xxxxxxx	xxxxxxx
Total Retirement Contributions	xxxxxxx	xxxxxxx
FICA (Social Security - Retirement)	xxxxxxx	xxxxxxx

Dickinson College
Confidential Compensation Statement as of Nov 2, 2023

Leave Time Earned

Leave Time Description	Earned Hours
Vacation	xxxxxxx
Floating Holiday	xxxxxxx
Sick Leave	xxxxxxx
Short Term Disability - Full	xxxxxxx
Short Term Disability - Half	xxxxxxx

Paid College Holidays New Year's Day Memorial Day June/enth Independence Day Thanksgiving Day Friday after Thanksgiving Christmas Day Day after Christmas	Paid College Closings Holiday Break - Between Christmas and New Years Day
Other Benefits Campus Cultural Events Discounts Children's Center Discount Dining Discounts (with Declining Balance Card) Employee Assistance Program Home Buyer Program Kline / Fitness Center Movie/Event and Hershey Park Discounts Professional Development Offerings Recreational Facilities Discount Tax Deferred Annuity Plan Unemployment Compensation Wellness Program - Diagnostic Health Screenings - Educational Workshops - Fee Reimbursement Available - Flu Shots - Local Gym Discount Programs - Nutrition / Weight Management Events - On Campus Physical Activities - Participation Incentives Available Workers Compensation	Other Time Off Extended Medical Leave Family Medical Leave (FMLA) (after 1 year and 1250 hours) Funeral Leave Jury Duty Military Leave Parental Leave (after 1 year)
Other Campus Services Dining Services Library Usage Mail Center Print Center	Full-Time Benefits Discounted Group Insurance Rates - Accidental Death and Dismemberment - Cancer & Critical Illness - Accident Insurance - Long Term Care - Met Life Auto, Homeowners and Renters - Term Life Health Advocate Program Tuition Program - Remission, Assistance and Exchange (as applicable) Additional Guidance Resources - Employee Assistance Program - ID Theft and Credit Monitoring - Bereavement Support Services - Travel Assistance

Links to Summaries of Benefit Programs are available on the HR website at www.dickinson.edu/hrservices.

Flu Vaccine



The best way to prevent the flu and complications of influenza is to get vaccinated yearly. The Center for Disease Control (CDC) recommends everyone ages 6 months and older should get a yearly flu shot. This protects you, your family, and your community.

The Flu Vaccine is FREE*

The seasonal flu vaccine is available at no cost to **Meritain Health members**⁴³ who have benefits that cover preventive services. (**Most other commercial plans cover a flu vaccination at no cost to the member, as well.*) The vaccine is available from your primary care provider (and some pharmacies) for adults and for children 6 months and older.

Optum Rx⁴⁴ also helps provide members with access to vaccinations. During the flu season, you can visit your local pharmacy or find a pharmacy by visiting optumrx.com⁴⁵. Members can receive their vaccinations at the location and time of their choosing.

Who Should Get a Flu Vaccine?

The Centers for Disease Control and Prevention⁴⁶ (CDC) recommends everyone 6 months and older get the flu vaccine. It is very important for people at higher risk to get the flu vaccine. This includes health care workers and caregivers of children younger than 6 months.

⁴³<https://www.meritain.com/resources-for-members-meritain-health-insurance/>

⁴⁴<http://www.optumrx.com/>

⁴⁵<http://www.optumrx.com/>



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***.

Access information for CRX International by visiting www.crxintl.com⁴⁷

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



⁴⁶<https://www.cdc.gov/flu/prevent/flushot.htm>

⁴⁷<https://www.crxintl.com/>

Retirement Consultations

Monday, December 4 | 9 a.m. - 5 p.m. | HUB, Mary Dickinson Room

Wednesday, January 10 | 9 a.m. - 5 p.m. | HUB, Mary Dickinson Room

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?

IRS Contribution Limits for 2024: *You can contribute up to \$23,000 annually to your retirement account—or up to \$30,500 if you're 50 or older.*

Why save more?

There are tax advantages to saving within your plan, which means the impact to your take-home pay may not be as much as you think.

Your money has the potential to grow through the power of compounding interest. That growth can help offset increases in the cost of living. Saving more may bring you closer to the kind of retirement you want and deserve.

Starting or increasing your plan contributions is easy.

- Not enrolled? Visit [TIAA.org/enroll⁴⁸](https://www.tiaa.org/public/enroll-search) and find your employer
- To increase your contributions, go to Self-Service Banner

⁴⁸<https://www.tiaa.org/public/enroll-search>

Schedule time today for an appointment with TIAA financial consultant, *Nigel Stearns*.

To schedule a personal meeting please sign up online⁴⁹ 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.***

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)⁵⁰. If you are not a TIAA account holder, you may register as a guest-user to view these webinars.

⁴⁹<https://shared.tiaa.org/public/publictools/events/meetingatworkplace>

⁵⁰<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!

Dec. **5**

3 to 4 p.m. (ET)
2 to 3 p.m. (CT)
1 to 2 p.m. (MT)
Noon to 1 p.m. (PT)

Live with confidence in retirement: 5 steps to creating your retirement income plan

Prepare your retirement income plan with the help of these five steps! These include estimating expenses, understanding income sources, building a strategy for lifetime income, withdrawing retirement assets and other planning tips.

Dec. **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)

Make the move toward long-term financial security: Your midcareer retirement check-in

Review your retirement plan to make sure you're on the path to lifelong financial security! This webinar includes considering your priorities, putting together a spending plan and knowing the ways to save, all while juggling current financial demands.

Dec. **12**

2 to 3 p.m. (ET)
1 to 2 p.m. (CT)
Noon to 1 p.m. (MT)
11 a.m. to noon (PT)

Write your next chapter: 5 steps to setting your retirement date

Set your retirement date with the help of these five steps! These include estimating retirement expenses, closing any income gaps, understanding key milestones that can impact your retirement finances and protecting your savings.

Dec. **13**

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

Establish your retirement plan: A start-to-finish guide

Developed with women in mind, or for anyone who wants to think ahead about their finances! This webinar will help you understand your income inflow and outflow and how to balance them, saving strategies and creating a solid foundation for financial well-being.

RESERVE YOUR SPOT

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.

Jan. 10

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

Quarterly economic and market update: understanding volatility and recent trends

Hear from our chief investment officer about challenges investors are facing and tips on how to navigate them.

Jan. 16

2 p.m. to 3 p.m. (ET)
1 p.m. to 2 p.m. (CT)
Noon to 1 p.m. (MT)
11 p.m. to noon (PT)

Invest for success: 5 principles you need to know

Start the new year off right! This webinar can help you understand the key principles of investing for retirement. From compounding to taxes to choosing investments, you'll learn that how you invest for retirement is just as important as how much you save.

Jan. 18

3 p.m. to 4 p.m. (ET)
2 p.m. to 3 p.m. (CT)
1 p.m. to 2 p.m. (MT)
Noon to 1 p.m. (PT)

Take control of your financial life: 5 steps to managing money and debt

It's time to turn over a new leaf. If you're just starting out or want to improve your day-to-day financial skills, this webinar will help you learn how to manage your money and balance your priorities so you can enjoy life now and save for the future.

Jan. 24

1 p.m. to 2 p.m. (ET)
Noon to 1 p.m. (CT)
11 a.m. to noon (MT)
10 a.m. to 11 a.m. (PT)

Cybersecurity/identity theft protection for elders: Help protect yourself, 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 elders can protect themselves and their families from cybercriminal social engineering.

RESERVE YOUR SPOT

Attend live webinars to help boost your financial know-how

You can find webinar times and register for upcoming sessions at

TIAA.org/webinars

RESERVE MY SPOT

JANUARY

**Quarterly economic and market update:
understanding volatility and recent trends**

Jan. 10 at Noon (ET), 11 a.m. (CT), 10 a.m. (MT), 9 a.m. (PT)

Invest for success:

5 principles you need to know

Jan. 16 at 2 p.m. (ET), 1 p.m. (CT), Noon (MT), 11 a.m. (PT)

Take control of your financial life:

Five steps to managing money and debt

Jan. 18 at 3 p.m. (ET), 2 p.m. (CT), 1 p.m. (MT), Noon (PT)

Cybersecurity/identity theft protection for elders:

Help protect yourself, your family and your money

Jan. 24 at 1 p.m. (ET), Noon (CT), 11 a.m. (MT), 10 a.m. (PT)

FEBRUARY

Opening doors to the future:

Save in a 529 college savings plan

Feb. 1 at 3 p.m. (ET), 2 p.m. (CT), 1 p.m. (MT), Noon (PT)

Inside money:

Managing money and debt

Feb. 6 at Noon (ET), 11 a.m. (CT), 10 a.m. (MT), 9 a.m. (PT)

She's got it:

A woman's guide to saving and investing

Feb. 15 at 2 p.m. (ET), 1 p.m. (CT), Noon (MT), 11 a.m. (PT)

Gaining insight:

Navigating debt consolidation and understanding the mortgage process

Feb. 21 at 1 p.m. (ET), Noon (CT), 11 a.m. (MT), 10 a.m. (PT)

MARCH

The starting line:

Beginning to save for retirement

Mar. 6 at 2 p.m. (ET), 1 p.m. (CT), noon (MT), 11 a.m. (PT)

Attention to detail:

Financial finishing touches for women

Mar. 14 at 1 p.m. (ET), Noon (CT), 11 a.m. (MT), 10 a.m. (PT)

Paycheck for life:

Set your sights on retirement security

Mar. 20 at Noon (ET), 11 a.m. (CT), 10 a.m. (MT), 9 a.m. (PT)

Live with confidence in retirement:

Five steps to creating your retirement income plan

Mar. 26 at 3 p.m. (ET), 2 p.m. (CT), 1 p.m. (MT), Noon (PT)



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**⁵¹
- **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.com⁵² to view the available investment options with Fidelity, or to explore the financial planning tools available through Fidelity online.

Fidelity Live 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.

⁵¹<https://digital.fidelity.com/prgw/digital/wos/>

⁵²<https://www.fidelity.com/>

Browse their extensive educational webinar offerings by clicking here⁵³. 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!

Community | For the Greater Good



pennie connecting Pennsylvanians to health coverage™

⁵³<https://fidelityevents.com/allevnts/special>

Open Enrollment

Shop and purchase quality health insurance plans at pennie.com⁵⁴ now through **Open Enrollment runs through January 15, 2024.**

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

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

Pennie provides free customer assistance and is there to help every step of the way. For more information on Pennie's coverage options for 2024, please visit pennie.com⁵⁵.

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 December:***

⁵⁴<https://pennie.com/>

⁵⁵<https://pennie.com/>

- **Cumberland County Blood Drives⁵⁶**
- **Lewistown | Geisinger Hospital Blood Drive⁵⁷**
- **Mifflintown | Geisinger Hospital Blood Drive⁵⁸**
- **Perry County Blood Drives⁵⁹**
- **Wellspan | Waynesboro Hospital Blood Drive⁶⁰**

For other blood drives in the area, please visit the Central Pennsylvania Blood Bank's "Give Blood" website⁶¹ to locate additional dates and locations!

Downtown Carlisle Association



The downtown Carlisle Association has launched a new website: lovecarlisle.com⁶²

It has great resources for visiting families, alumni, new employees, students, etc.

⁵⁶https://www.dickinson.edu/download/downloads/id/12731/central_pennsylvania_blood_bank_cumberland_county_blood_drives.pdf

⁵⁷https://www.dickinson.edu/download/downloads/id/13364/central_pennsylvania_blood_bank_lewistown_geisinger_hospital.pdf

⁵⁸https://www.dickinson.edu/download/downloads/id/14369/central_pennsylvania_blood_bank_mifflintown_geisinger.pdf

⁵⁹https://www.dickinson.edu/download/downloads/id/12734/central_pennsylvania_blood_bank_perry_county_blood_drives.pdf

⁶⁰https://www.dickinson.edu/download/downloads/id/13913/central_pennsylvania_blood_bank_wellspan_waynesboro_hospital.pdf

⁶¹<https://donate.717giveblood.org/donor/schedules/zip>

⁶²<https://lovecarlisle.com/>

They are also a LoveBucks⁶³ sponsor. These are universal gift cards that can be used at 70+ businesses downtown, now including ***Farm Works!***

New Business in Downtown Carlisle

⁶³<https://lovecarlisle.com/lb>



**57 W Pomfret Street
2nd Floor**

WORKSHOP/CLASS HOURS:

Sunday: 10am, 1pm & 4 pm

Monday: By Appointment *Call/Text

Tuesday & Wednesday: 10am & 1pm

Thursday: 6pm

Friday: By Appointment *Call/Text

Saturday: 10am, 1pm & 4pm

*Check website for current schedule

Looking for a fun and unique activity for Date night, Girl's night, Team Building or a Special Event? Our DIY Candle Pouring Workshops are the perfect choice! 🔥 Let your nose be the guide as you smell your way through our 30+ premium fragrances. Choose one or blend two to create your own signature scent! You will receive easy, detailed instruction throughout your Candle Pouring Journey. While your candle cures, Ignite your Creativity and craft a personalized label. You will leave with a custom soy candle, and the anticipation of knowing the best part is yet to come - lighting it and enjoying 40+ hours of scented bliss! ❤️

Our quaint, little studio was thoughtfully designed to promote a relaxed and positive atmosphere to *Ignite Your Creativity!* Register for a Workshop today, or buy a Gift Certificate to use later!



Learn More!

Let's get Social!

Email:
wickandpourstudio@gmail.com
Call/Text: 717-906-5277



www.WickandPourStudio.com

Nutrition Corner



Apple Pear Crisp



A perfect combination of warm spices, sweet fruit, and a crunchy topping for a scrumptious winter dessert. *Serve warm and top with a small scoop of ice cream for an extra special treat (nutritional information is not included).*

Servings: 4

Topping Ingredients

- 1/4 cup uncooked rolled oats
- 1/4 cup all-purpose flour
- 2 tablespoons trans-fat-free tub margarine, chilled in freezer for 15 minutes
- 1 tablespoon unsweetened applesauce
- 1/2 teaspoon ground cinnamon
- 1 tablespoon stevia sugar blend

Crisp Ingredients

- 1 large pear, such as Anjou or Bartlett, peeled and diced
- 1 teaspoon cornstarch
- 1/2 teaspoon stevia sweetener -OR- 1 stevia sweetener packet
- 1/8 teaspoon ground ginger

- 1/8 teaspoon ground cloves
- 1/8 teaspoon ground cardamom (optional)
- 1 large apple, such as Granny Smith, Fuji, or Gala, peeled and diced

Directions

1. Preheat the oven to 375°F.
2. In a medium bowl, stir together the crisp ingredients. Spoon ½ cup of the apple-pear mixture into four 6-ounce ovenproof glass custard cups or porcelain ramekins.
3. In a small bowl, stir together the topping ingredients until well blended. Sprinkle the topping over the fruit mixture in each custard cup.
4. Bake for 20 to 25 minutes, or until the fruit mixture is bubbly and the topping is golden brown.

Nutrition Facts:

Calories: 156 | Total Fat: 4 g | Saturated Fat: 1 g | Trans Fat: 0 g | Polyunsaturated Fat: 1 g | Monounsaturated Fat: 1.5 g | Cholesterol: 0 mg | Sodium: 57 mg | Total Carbohydrate: 30 g | Dietary Fiber: 4 g | Sugars: 15 g | Added Sugars: 3 | Protein: 2 g

Dietary Exchanges: 1 fruit, 1 starch, 1 fat

Recipe Source: American Heart Association⁶⁴

⁶⁴<https://recipes.heart.org/en/recipes/apple-pear-crisp>



Wellness Bingo



Let's play! During the month of December, complete the **Wellness Bingo Card** for a chance to win a wellness themed gift basket. Click on the link below to print your bingo card or save it digitally:

December Wellness Bingo⁶⁵

As the month continues into our holiday break, mark off each square you complete it until you have five (5) in a row in any direction (vertical, horizontal, or diagonal).

More chances to win:

- Complete all the squares for an additional entry
- Submit a photo related to your completed square for an additional entry. Photos may be submitted with your completed bingo card. *Note: you may submit more than one photo but only one entry will added to the drawing.*

Once you have “bingo,” take a picture of your card or scan it. Email your completed card to devwell@dickinson.edu⁶⁶ no later than Monday, January 15. A winner will be randomly chosen from those that send in a completed card.

Have fun!

Dressings, Dips, & Sauces



⁶⁵https://www.dickinson.edu/download/downloads/id/15115/wellbeing_bingo_december_2023.pdf

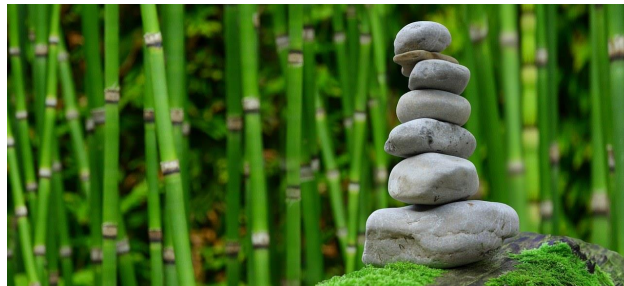
⁶⁶<mailto:devwell@dickinson.edu>

Cancelled. Watch for a spring semester announcement for the next Nutrition Information session.

Dips, dressings, and sauces take a meal or snack from dull to delightful! But if you worry that your store-bought versions are leading to nutrition pitfalls with added salt, sugar, fat, and other additives, this session is for you!

Join the Wellness Center's registered dietitian, Courtney Hager, as she demonstrates simple ways to make your own yummy dips and dressings. Enjoy a sample or two and walk away with recipes to try at home!

Thoughtful Thursday - Morning Meditation



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.⁶⁷

⁶⁷<https://totara.dickinson.edu/course/view.php?id=307>

Free Blood Pressure Screenings



Monday, December 11 and January 8 | noon - 1 p.m. | HUB Mary Dickinson Room

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

Walk-in, no appointment needed!

Hitting the Reset Button: Goal Setting - A Health Advocate Webinar



Thursday, January 18 | 10 a.m. or 4 p.m. | Online Presentation

As we kick off a New Year, now is an opportunity to refresh our mindset and set realistic goals for the year ahead.

Join us for this powerful webinar to discuss how to proactively create goals and routines that can strengthen our mental health and well-being as we move forward into 2024.

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

Choose the time that works best for you and register by clicking on the link below:

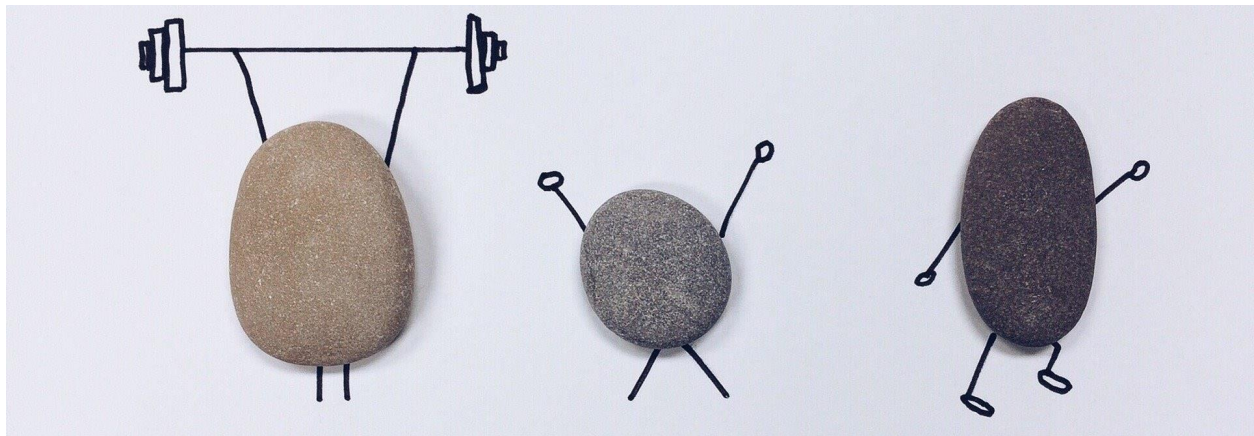
- Thursday, January 18 | **10 - 11 a.m.**⁶⁸
- Thursday, January 18 | 4 - 5 p.m.⁶⁹

The next *HealthAdvocate* Webinar is scheduled for Thursday, February 8:

Strengthening Your Relationships

Registration Links: 10:00 a.m.⁷⁰ | 4:00 p.m.⁷¹

Wellness@Dickinson Fitness Programs



⁶⁸<https://register.gotowebinar.com/register/8367217951319392343>

⁶⁹<https://register.gotowebinar.com/register/7840969696033228636>

⁷⁰<https://register.gotowebinar.com/register/7948363394764647509>

⁷¹<https://register.gotowebinar.com/register/5224317839391481947>



Fitness Programs

Many fitness programs end for the fall semester in early December. Some programming continues into the spring 2024 semester. Please review the schedule and RSVP in EngageD for the following fitness programs:

Mondays

- Pilates⁷² | 3:30 - 4:30 p.m. | HUB Dance Studio

Tuesdays

- Cardio Fusion⁷³ | noon to 1 p.m. | HUB Dance Studio
- ZUMBA⁷⁴ | 3:45 to 4:45 p.m. | HUB Dance Studio

Wednesdays

- Pilates⁷⁵ | 4:30 to 5:30 p.m. | HUB Dance Studio

Thursday

- ZUMBA⁷⁶ | 3:45 to 4:45 p.m. | HUB Dance Studio

⁷²<https://dickinson.campuslabs.com/engage/event/9080660>

⁷³<https://dickinson.campuslabs.com/engage/event/9070531>

⁷⁴<https://dickinson.campuslabs.com/engage/event/9070635>

⁷⁵<https://dickinson.campuslabs.com/engage/event/9080660>

⁷⁶<https://dickinson.campuslabs.com/engage/event/9070635>

For questions or assistance with registrations, please send an email to devwell@dickinson.edu⁷⁷ or call ext. 8084.



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.

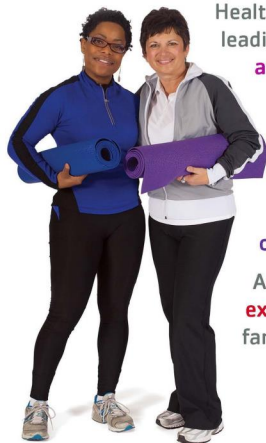
⁷⁷<mailto:devwell@dickinson.edu>



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

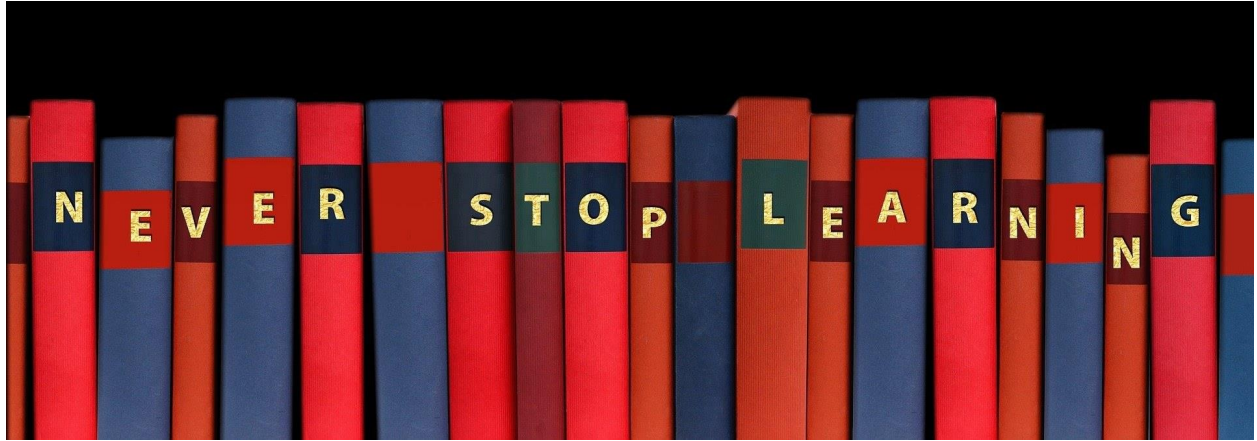
Eligible Categories	Monthly Rate
Young Adult	\$26.40
Adult	\$30.40
Senior Adult	\$28.80
2 Adults [^]	\$46.40
1 Adult with Dependents [^]	\$51.20
2 Adults with Dependents [^]	\$55.20
2 Senior Adults [^]	\$44.80
1 Senior Adult with Dependents [^]	\$47.20
2 Senior Adults with Dependents [^]	\$49.60

[^] 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



The Division of Equity and Inclusion Presents - Allyship: Best Practices for a More Just Community



This two-part training is scheduled for:

Thursday, January 18 and 25 | noon - 1:30 p.m. | HUB Social Hall East

Lunch will be provided; seating is limited.

Facilitated by: *Rabbi Marley Weiner, Director of the Asbell Center for Jewish Life*

Why can it be so hard to advocate for meaningful social change? How can we overcome those internal and external roadblocks?

What are some best practices to build community buy-in for change?

How can we create a concrete plan to make our ideals of equity and inclusion a lived reality?

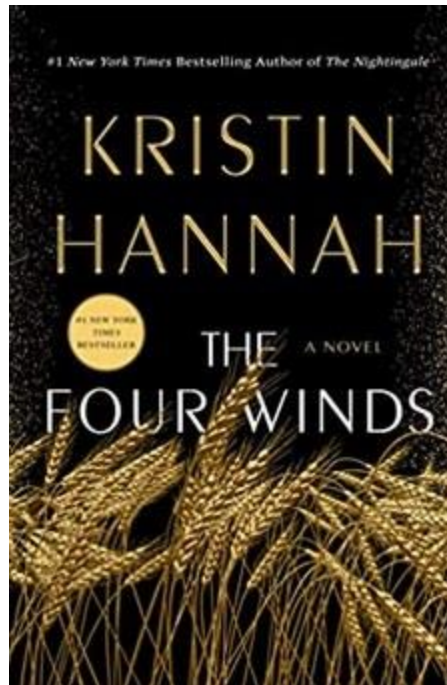
Rather than focusing on one area of bias, this training will teach skills that can be applied to many different types of bias in an intersectional way.

Registration is required. You must be able to commit to both sessions. Please sign up in Totara⁷⁸.

Rabbi Marley Weiner is a multifaith organizer and social-justice educator. She has trained with POWER: Philadelphia's multifaith student clergy team, the National Coalition Building Institute, and the Inside Out Wisdom and Action Project. She is the director of the Asbell Center for Jewish Life within the Division of Equity and Inclusion.

Book Discussion - The Four Winds by Kristin Hannah

⁷⁸<https://totara.dickinson.edu/course/view.php?id=484>



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.com⁷⁹]

Enroll and sign-up in Totara⁸⁰!

⁷⁹<https://www.amazon.com/Four-Winds-Novel-Kristin-Hannah/dp/1250178606>

⁸⁰<https://totara.dickinson.edu/course/view.php?id=43>



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

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 Totara⁸¹.

⁸¹<https://totara.dickinson.edu/course/view.php?id=38>

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.
- 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 now⁸²!

Contact Us



Wellness Program | Monthly Incentive Prize Winners

Winner for the month of **November** - *for fitness program participation during October 2023:*

Belinda McGuire, Bookstore

⁸²<https://dickinson0.sharepoint.com/sites/TechNews>

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-Month⁸³. *(Remember to report your Marathon in a Month walking⁸⁴ 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.edu⁸⁵ 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.

⁸³https://www.dickinson.edu/downloads/file/1239/marathon_in_a_month_walking_map

⁸⁴https://www.dickinson.edu/downloads/file/1238/marathon_in_a_month_tracking_your_walks

⁸⁵<mailto:devwell@dickinson.edu>

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 Gateway⁸⁶ 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 policy⁸⁷ 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 Guide⁸⁸

Dickinson/Biking⁸⁹

Dickinson/College Farm⁹⁰

Dickinson/Sustainability⁹¹

TechNews⁹²

Trout Gallery⁹³

Theatre & Dance⁹⁴

⁸⁶<https://gateway.dickinson.edu/>

⁸⁷http://www.dickinson.edu/info/20314/professional_development_and_wellness/1502/policies_and_procedures

⁸⁸[http://www.dickinson.edu/info/20043/about/1562/dickinson_\"how_to\"_guide](http://www.dickinson.edu/info/20043/about/1562/dickinson_\)

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

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

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

⁹²<https://dickinson0.sharepoint.com/sites/TechNews>

⁹³<http://www.troutgallery.org/>

Campus Announcements⁹⁵

Campus Events Calendar⁹⁶



9 - Professional Development and Wellness

PO Box 1773 | Carlisle PA 17013-2896

717-245-1503 | devwell@dickinson.edu⁹⁷

Human Resource Services Website⁹⁸

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

⁹⁵<https://www.dickinson.edu/announcements>

⁹⁶<http://www.dickinson.edu/events>

⁹⁷<mailto:devwell@dickinson.edu>

⁹⁸https://www.dickinson.edu/homepage/122/human_resource_services