



HONORING BLACK HISTORY MONTH



The Psychology of Belonging: Navigating Identity on a College Campus - Dickinson's Black History Month Cornerstone Program

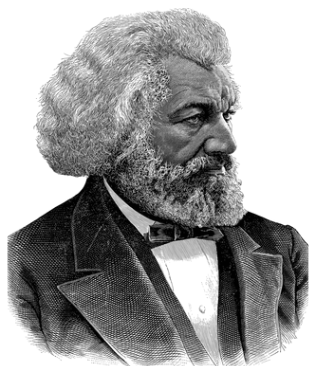
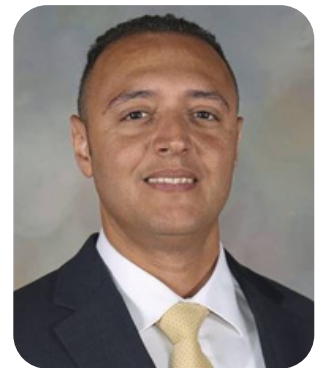
Tuesday, February 3 | 7 - 8:30 p.m. | ATS

Dr. Beverly Daniel Tatum—esteemed psychologist, scholar, and former president of Spelman College—joins Dickinson College for a moderated conversation inspired by her New York Times–bestselling book, *Why Are All the Black Kids Sitting Together in the Cafeteria? And Other Conversations about Race*.

Together, we will reflect on what it means to build inclusive living and learning communities, a shared commitment that calls for both personal awareness and collective action. This program is presented by the Division of Diversity, Equity & Inclusion and the Clarke Forum for Contemporary Issues. It is open to the entire campus community.

Knowledge for Change: *Educating Against Bias and Hate* Wednesday, February 4 | 6 - 7:30 p.m. | Allison Hall Community Room

Corporal Ismail El-Guemra, from the Heritage Affairs Section of the PA State Police, will share practical strategies to help keep ourselves and our communities safe from acts of bias and hate. During this session, Corp. El will explore: ***Why hate happens and what drives it; The protections available under PA law; and How we can protect ourselves and support one another.*** This program is open to the entire campus community. Space is limited. A light dinner will be provided. For more information, please contact [Rev. Yvette Davis](#).



Frederick Douglass 208th Birthday Celebration Friday, February 13 | 12 - 4 p.m. | Stern Center Great Room

Join us for an opportunity to engage with historic Civil War-era documents by participating in the DouglassDay.org transcribe-a-thon. No prior experience is necessary. Drop in for cake, refreshments, and enjoy a variety of activities! For more information, please contact [Rev. Yvette Davis](#). This celebration is sponsored by the Popel Shaw Center for Race & Ethnicity, Africana Studies, Waidner Spahr Library, and The Afro-Diasporic & Cultural Collective.

NATIONAL WEAR RED DAY | FRIDAY, FEBRUARY 6



Join us for a WEAR RED - GO RED table event in the **lower level of the HUB** on **Friday, February 6, from 11:30 a.m. to 1 p.m.** SHOW us your RED! Support *Go Red for Women* by participating in the **American Heart Association's National Wear Red Day®**.

If you desire to **donate** to this cause, doing so helps support educational programs to increase women's awareness and critical research to discover scientific knowledge about cardiovascular health.

BLOOD DRIVE

Friday, February 13 | 10 a.m. - 6 p.m.
Allison Hall Community Room

Dickinson ROTC is sponsoring the Central PA Blood Bank blood drive. Please consider donating blood to support your local community by participating in this blood drive! Everyone will receive a \$5 LoveBucks certificate and a blood donor t-shirt.

The Central PA Blood Bank suggests you schedule an appointment to donate blood. Walk-ins are welcome too!

Three Ways to Schedule:

- go to 717GiveBlood.org
- call 1-800-771-0059
- scan the QR Code



LOVE YOUR BODY WEEK | FEBRUARY 16 - 21



Dickinson's annual Love Your Body Week (LYBW) is designed to help us gain a greater appreciation of our bodies and explore new ways to move, eat, and care for ourselves. LYBW highlights:

- **Thursday, February 19**, noon - 1 p.m. | **PCOS and Endometriosis Wellness Information Session** with UPMC in HUB side room 204
- **Friday, February 20**, noon - 1 p.m. | **Healthy eating workshop** by Athletics in the HUB Social Hall East
- **Saturday, February 21**, 2 - 4 p.m. | **Body Positive Open Swim** welcoming all employees and their families, alongside students at the Kline pool

For the full events schedule, see posters on campus in early February. Questions should be addressed to wgrc@dickinson.edu. We hope to see you there!

FORMS FOR TAX YEAR 2025

Employees may access their **2025 W-2** from Self-Service-Banner (SSB) via the Gateway. Instructions can be **found here** to view and/or print your W-2. This form will only be mailed to those who did not elect to receive electronic tax statements. The **Form 1095C** will not be mailed, according to the Paperwork Reduction Act adopted in December 2024, but is available in Self-Service Banner (SSB) via the Gateway. More information can be **found here**. For questions, please contact hrrservices@dickinson.edu.

DISCOUNTED HERSHEY PARK TICKET SALE

We are now taking orders for discounted Hersheypark tickets.

Price: \$42.95 per ticket (52% discount!) | **Full Payment Due: Friday, March 13**

Faculty, students, and staff can place orders with Campus Life (lower level of the HUB) or with Human Resource Services (55 N. West Street). Checks should be made payable to Dickinson College. For more information, email hrrservices@dickinson.edu or call extension 1503.

DISTINGUISHED STAFF AWARD

The Staff Forum is excited to announce the second annual **Distinguished Staff Award**, aimed at recognizing the outstanding achievements, dedication, and contributions of our staff members. This award celebrates those who have demonstrated exceptional performance, leadership, and commitment in support of the mission of the college. Ultimately, we look to shine a light on colleagues from across the campus who work tirelessly to make Dickinson College a special place. More information about this prestigious award and the nomination guidelines can be **found here**.

Nominations for the Distinguished Staff Award can be submitted by any member of the college community, including faculty, staff, and students. You may **submit a nomination through this form**, and all nominations will be reviewed by members of the **Staff Forum**.

Nominations are open through Friday, March 6.

Everyone is encouraged to participate in this important initiative by nominating deserving people who exemplify the spirit of excellence at our college. Your participation will help us celebrate the dedication and hard work of our outstanding staff members.



*Stacy Rohrer, ADC Music
2025 Award Recipient*

2026 NATIONAL STUDENT EMPLOYMENT WEEK



Dickinson will celebrate National Student Employment Week from April 13 through April 17. This annual event highlights the invaluable contributions of student employees and raises awareness of the important role they play while balancing academic commitments. Throughout the week, Dickinson will honor all nominees and present the Student Employee of the Year Award and the Supervisor of the Year Award.

Nominations for both awards are now open—this is a great opportunity to recognize outstanding dedication, leadership, and service.

- **Student Employee of the Year:** Nominations must be submitted electronically no later than Friday, February 20. Submissions received after this date or submitted through other methods will not be considered.
- **Supervisor of the Year:** Nominations must be submitted electronically no later than Monday, March 2. Submissions received after this date or submitted through other methods will not be considered.

All nominees and award recipients will be honored during a joint Student Employee of the Year and Supervisor of the Year Ceremony held during National Student Employment Week.



Purchasing Cards and Expense Reports Virtual Training Session: To learn more about this new financial process within Workday, **RSVP in EngageD** for the TEAMS meeting scheduled for **Thursday, February 12, from 1:30-2:30 p.m.** The meeting link is also available in **EngageD**. Use keyword search: **Workday**.

Workday Wednesdays: Now through February 25, join weekly open sessions in the HUB Conference Room (lower-level) where you can drop in to ask questions and get personalized assistance from 11 a.m. - 1 p.m.

Training Recordings: All recordings are posted in the **Learning Pathways** as well as the topic areas within the **Workday Training Resources online**.



DICKINSON CLUB CANDLELIGHT DINNER & WINE TASTING

The Dickinson Club invites all Dickinson employees to take part in our ever-popular Candlelight Dinner and Wine Tasting event to take place on **Saturday, February 21**. (*Non-alcoholic options will be available.*)

For those who have not yet had the pleasure of attending, here's what's in store...**The evening will start at 5:30 p.m.** with 90 minutes of socializing and wine tasting featuring eight varieties of delicious wines from around the world, hand-selected by our seasoned

sommelier, along with palette-cleansing baguettes and a delicious assortment of fruits and cheeses. At 7 p.m., guests will then enter a room of elegant décor and *mise en place* to be seated at candlelit tables, where you will enjoy a specially catered gourmet four-course meal with your choice of entrée. The menu and event details can be **found here**.

Seats will be granted in the order in which payment is received, with a final deadline of noon on February 13. Tickets are going fast! **Reserve your seats now!** Please send any questions to Karen at weikel@pa.net and copy DickinsonClub@dickinson.edu.

WALK LIKE A PENGUIN ON SLIPPERY SURFACES

Winter weather can make walking surfaces hazardous. Here are some essential tips to help you stay safe:

- **Use Handrails:** Always hold onto handrails when using stairs to maintain your balance and prevent falls.
- **Walk, Don't Run:** Move carefully, especially on snow or ice. Try the "penguin method" of walking on ice: take short, shuffling steps and keep your center of gravity over your front leg to improve stability.
- **Report Slippery Areas:** If you encounter any slippery surfaces, indoors or outdoors, report them to Facilities immediately so they can be treated.
- **Stick to Treated Paths:** Whenever possible, use designated walking surfaces that have been treated for ice and snow to minimize the risk of slipping.
- **Follow Delayed Opening Schedules:** Pay attention to any delayed opening schedules announced by the college. These delays are often put in place to ensure that walkways and roads are properly treated and safe for travel. Remember to check all Dickinson College social media, the college radio station, and local news sources for the latest information on delayed openings.



Questions? Please contact **Kevin Walters**, Safety and Emergency Management Specialist.

PROTECTING OUR COMMUNITY

All employees of the college must complete the Protecting Our Community series of courses. These courses will assist employees in recognizing potentially problematic behaviors and provide practical ways to address and prevent workplace harassment. This will include a maximum of three online modules as outlined below:

- **Title IX and You: Faculty and Staff** (annually) - At Dickinson College, all employees are mandatory reporters. This means that we all must immediately report any knowledge of sexual or gender-based discrimination, harassment, or misconduct to the Title IX Office. This office has trained professionals who will review every issue and concern reported, in accordance with our policies and federal and state laws, and **provide resources** to the parties involved.
- **Mosaic Prevent Discrimination and Harassment Together** (biennially)
- **Protecting Our Community** (new employees)



REQUIRED LEARNING

Faculty and staff have been assigned required training in Workday Learning.

To view your training status, select **Learning** on the Workday homepage or menu. This will redirect you to your **Learning Home**, which displays your required training items. More information can be **found here**.

Required Learning may include, but is not limited to, the following:

- Protecting Our Community series of courses listed in the above section
- Information Security Awareness series of courses (annually)
- Active Intruder/Assailant Awareness (annually)
- Safety and Health course assignments are coming soon for select audiences

Please check your status to confirm you are up to date with your training. Questions can be directed to hrservices@dickinson.edu.

SUBSTANCE MISUSE AND THE DRUG FREE WORKPLACE

Tuesday, March 17 | 2 - 3 p.m. | HUB Lower Level Conference Room

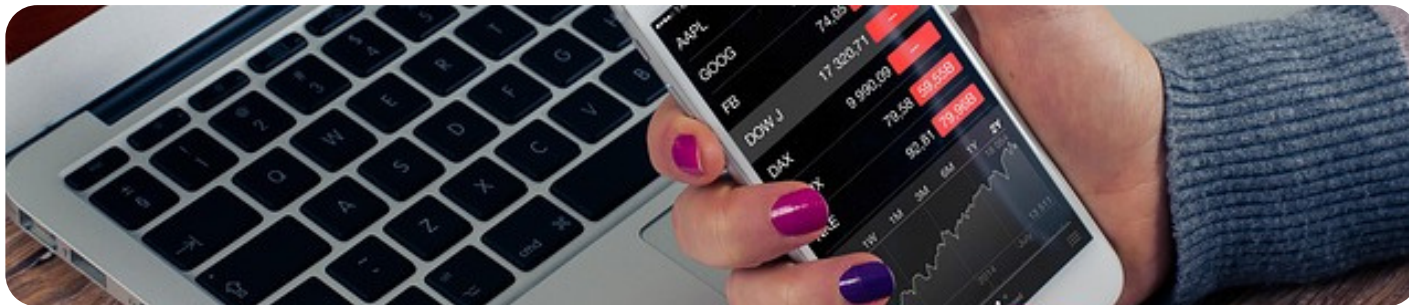
Presented by Missy Stine, Ph.D., Executive Director, Dickinson College Wellness Center

RSVP in Engaged

We live in a complicated world -- and these complications stress us out, leading some to turn to self-medicating or other options to cope with life's challenges or issues. Did you ever wonder why some become addicted to substances, or how to recognize substance use or potential substance abuse?

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.

Financial Wellness



ON DEMAND WEBINARS

Click on the links below to access financial education on demand.

Fidelity Webcast HUB

Spotlight: *Fidelity Viewpoints: Market Sense* (every Tuesday at 2 p.m.)

TIAA Webinar Schedule

Spotlight: *Managing your finances during and after a divorce* (Tues., Feb. 24, at 11 a.m.)

TIAA CONSULTATIONS

From **9 a.m. to 5 p.m.** on **Thursdays, February 12** and **March 5**, in the HUB Side Room 202.

To schedule a personal meeting with financial consultant, Nigel Stearns, please **sign up online** or call 800-732-8353 (remember to ask for the Dickinson College schedule). All appointments must be scheduled through TIAA.

Yours, Mine, Ours: Finances for Blended Families

A TIAA Webinar: Thursday, February 12 | 12 p.m.



Families today come in all shapes and sizes. But figuring out how to handle the finances when bringing different families together is not always easy. We'll talk about the approaches some families have used to navigate the unique financial challenges of combining households.

Register here for this webinar and get insights on:

- Budgeting and cash flow management
- Estate planning and legal considerations
- Retirement planning and long-term goals
- Managing differing financial priorities

AVOIDING TAX FILING FRAUD - *Health Advocate Webinar Replay*

In this webinar, guest presenter Chris Shelton, a Fraud Resolution Specialist, discusses the warning signs of tax-related fraud and shares tips on safely filing your taxes. *Recorded March 14, 2024* - **Watch Here**

FINANCIAL WELLNESS SESSIONS COMING SOON - *MARK YOUR CALENDAR!*

- Estate Planning with Members 1st FCU | Monday, March 23 | noon-1 p.m. | Virtual
- Budgeting and Saving for the Future with Members 1st FCU | Monday, April 13 | 2-3 p.m.
- Roadmap to Medicare with HTA | Tuesday, April 28 | noon - 1 p.m. | Virtual

Professional Development

Never stop learning!



TROUT GALLERY EVENTS | WEISS CENTER FOR THE ARTS

Thursday, February 5 | 5 - 6 p.m. | *A Measure of Value: Coffee with Curator* - Allie Gonzalez '26 will lead visitors on an exhibition tour followed by a discussion with coffee and desserts. [Register here.](#)

Thursday, February 26 | noon - 1:15 p.m. | *Dissecting Locomotion Lunch and Learn* - Join senior art history majors as they discuss their curatorial work on the exhibition *Dissecting Locomotion*. Lunch is provided for guests who RSVP. [Register here.](#)

CPR, FIRST AID, & AED TRAINING

Friday, March 13 | 8 a.m. - 1 p.m. | DPS Training Rm., Kaufman Bldg.

This blended learning approach allows participants to complete a large portion of the course and training online before participating in the classroom skills and testing portion. [RSVP in EngageD](#) to participate. Your access will be established by our American Red Cross (ARC) instructor. Watch for an email from ARC to begin your online training (closer to the scheduled class date).



Being trained and certified will provide you with valuable skills that will prepare you to handle a potentially life-threatening situation. Class sizes are limited and based on American Red Cross training standards. Participants must pass both a written and skills demonstration test to receive certification for this program.

This is an employee-only training opportunity.

COLLEGE PREP FOR PARENTS

Part I - High School Counseling and Admissions | Part II - Financial Aid and Tuition Benefits



Human Resource Services, Admissions and Financial Aid, in conjunction with local area high schools, offer workshops for employees and their families to learn more about the college selection and financial aid process. The program will provide guidelines for starting the college search while attending high school, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson's three tuition programs. We encourage all parents to attend if their child is a junior or senior in high school and planning to attend college.

[RSVP in EngageD](#). Sessions will be held in the McCauley Room - Old West, from noon to 1 p.m. on Thursdays, April 16 and 23.



ENDOMETRIOSIS & PCOS INFO SESSION

**What is Endometriosis?
What is PCOS (Polycystic Ovary Syndrome)
How do I know the symptoms?**

**Thursday, February 19 | noon-1 p.m. |
HUB Side Room 204-205**

The first step in treating endometriosis and/or PCOS is talking to your provider about it. What is it? What are the symptoms? How can it be treated? Join us for this informative wellness session and talk with the experts at UPMC. RSVP in [EngageD here](#).

HEALTH ADVOCATE WEBINAR

**Emotional Intelligence:
*The Secret Superpower!***

Thursday, February 19 | 10 a.m. & 4 p.m.

In this webinar, Health Advocate's EAP Program Manager, Karen Beaudoin, explores how we connect with and support others, learn strategies to improve our emotional skills, and see how emotional intelligence contributes to success and fulfillment in work and life.



SPRING INTO FITNESS CHALLENGE REGISTRATION

It's time to put away your snow boots and dust off your athletic shoes! Warmer weather is just around the corner!

Recruit your teammates now to join in the fun that begins on **Sunday, March 15**, and runs **through Saturday, April 25**. The Challenge is open to the entire campus community!

Click here to register or scan the QR code to confirm your participation in the 2026 Challenge.

2025 FALL INTO WELLNESS CHALLENGE WINNERS

Thank you to those who took the time out of their busy "workday" to participate in the Fall Into Wellness Challenge. Seven teams (or 25 individuals) participated in a total of 650 activities throughout the four-week challenge. Winners were announced on December 17 via the *Wellness Challenges Teams Channel*:

Mini-Team: *Gone with the Winded*

For having the highest average participation per team member (29.3)

Random Activity Category Participation:

Campus Activities: Emma Lane, *Library Services*

Nutrition: Mary Padgett, *Burgess Institute for the Global Economy*

Physical Fitness: Kacey Feduke, *Library Services*

Wellness: Beth Bachman, *Enterprise Systems*

Individual (Activity) Participation:

Rachel Echevarria, *Office of Marketing & Communications* (53)

Sheri Davis-Cordell, *Educational Studies* (46)

Cait Kroon, *Biology* (45)



BUILDING A PERSONAL GROWTH ZONE - ALERA GROUP

Alera Group's February Newsletter focuses on celebrating the impact of setting aside time for intentional **personal growth** and experiencing joy when being creative. Simple activities can help us unwind, shift our perspective, and give a meaningful boost to our mental wellbeing and everyday happiness.



Scan the QR Code or visit bit.ly/feb-wellbeing2026 to access this month's wellbeing resources.

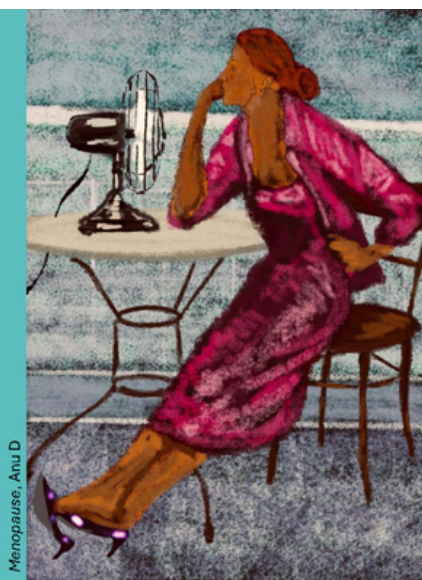
Everything our mothers didn't tell us

A Feminist Menopause Workshop

**Tuesday, March 10,
12:00-2:30pm, Stern Great Hall**

This will be a relaxed and *joyful* workshop about perimenopause, menopause, and post-menopause! Speaker Terri Kapsalis has three decades of empowering, patient-centered women's health expertise at the Chicago Women's Health Center. We'll learn the actual science of bodily changes, historical and cultural context, and practical strategies for finding affirming care providers and a new outlook on your next stage of life.

Everyone is welcome -- any age, any gender. Lunch will be served. Email schweigk@dickinson.edu to RSVP.



Menopause, Anu D

Dickinson
WOMEN'S & GENDER
RESOURCE CENTER

Sponsored
by

Dickinson
HUMAN RESOURCE SERVICES

HEART HEALTHY GAME DAY RECIPE

Saucy Boneless Chicken "Wings" with Cherry Barbecue Sauce - *American Heart Association*



February is National Cherry Month and National Heart Health Month!

Searching for a healthy appetizer for game day? Look no further! The sweet-tart sauce is sure to be a crowd pleaser, and these slow-cooker wings have 12 grams of protein per serving!

Click here for the full recipe and instructions, provided by the American Heart Association.





Wellness@Dickinson Fitness Programs

FREE FITNESS PROGRAMS - REGISTER NOW IN **ENGAGED**

Fitness options are made available by the Department of Athletics and Wellness@Dickinson to allow the maximum possible opportunities for the campus community. Classes can be found in **Engaged** via the Gateway by searching for keywords (cardio, Pilates, Zumba), by selecting the *Group Fitness* category, or by clicking on the images below. Be sure to RSVP for each session you plan to attend.

MONDAYS



**Pilates with
Jennifer Moore**

3:30 & 4:30 p.m. | HUB Dance Studio

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.



**Gentle Yoga with
Nancy Annsdatter**

Noon - 1 p.m. | HUB Dance Studio (*Beginning February 23*)

This is a class for ALL AGES and ALL BODIES. Gentle accommodations will make the experience of yoga accessible for various levels of practice with emphasis on learning the techniques and principles of yoga to apply to your own practice. We will use breath work to release tension and incorporate safe movements to increase ease in your body, mind, and energy. Feel free to bring your own mat, towel or blanket to make sure your experience is comfortable for you - yoga mats, blocks, and straps will be available for all.

TUESDAYS



with Jennifer Moore

Noon - 1 p.m. | HUB Dance Studio

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.



**Zumba with
Jeannette Kole**

5 - 6 p.m. | HUB Dance Studio

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.

FREE FITNESS PROGRAMS – REGISTER NOW IN **ENGAGED**

WEDNESDAYS



**Pilates with
Jennifer Moore**

3:30 & 4:30 p.m. | HUB Dance Studio

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.



**Full Body Circuits
with Coach Wood**

Noon - 1 p.m. | Functional Fitness Center (*Beginning February 18*)

Tone your body with a lunchtime core strength and conditioning workout! A strong core supports your overall body function. Join Coach Padraic Wood for Fully Body Circuits (formerly Lunch Crunch) in the Functional Fitness Center at the Kline. This class is limited to the first 12 registered participants for the BEST experience!



**Sports Yoga with Jim
Mader**

4:45 - 5:45 p.m. | Memorial Hall, Old West (*Beginning February 18*)

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.

THURSDAYS



**Camp Cardio with
Tina Salomone**

Noon - 1 p.m. | HUB Dance Studio (*Beginning February 12*)

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.

FRIDAYS



**Zumba with
Jeannette Kole**

5 - 6 p.m. | HUB Dance Studio

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.



**DEW Power Yoga
with Jeanette
Diamond**

Noon - 1 p.m. | HUB Dance Studio (*Beginning March 20*)

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!



HUMAN RESOURCE SERVICES

PO Box 1773
Carlisle, PA 17013-2896

Phone: 717-245-1503

Email: devwell@dickinson.edu

CAMPUS RESOURCE QUICK LINKS

[How To Guide](#)
[Dickinson/Biking](#)
[Dickinson/College Farm](#)

[Dickinson/Sustainability](#)
[TechNews](#)
[Trout Gallery](#)

[Theatre & Dance](#)
[Campus Announcements](#)
[Campus Events Calendar](#)

WELLNESS INCENTIVE TAXABILITY NOTIFICATION

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

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

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

PROFESSIONAL DEVELOPMENT & WELLNESS PROGRAM REGISTRATIONS AND ATTENDANCE

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through the [Gateway](#) 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 policy 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.