Summer Picnic

The 2013 annual summer picnic was held on Friday, August 9 in the Holland Union Building from 4:30–7:30 p.m. President Nancy Roseman and Lori van Handel greeted attendees as they entered the dining hall and began their enjoyment of the many delightful dinner selections. The picnic featured steaks, hamburgers with numerous toppings, chicken, a salad bar, desserts and ice cream, and a variety of games and entertainment for all who attended. This year’s picnic activities included the return of the Bounce House, the duo of Ruffles & CC with balloons, guessing games for adults and kids, along with Bingo. A dunk tank was planned with a few surprise dunkees volunteering, but with the predicted inclement weather and movement of the picnic indoors, this activity was cancelled. (Watch for future picnic events or opportunities to dunk our surprise dunkees, benefiting the American Cancer Society and the Relay for Life committee fundraising efforts!)
New Dental Insurance Cards from United Concordia

United Concordia reissued new dental insurance cards in July that have a new UMI (unique member identifier) for the member identification number. Please note that effective July 1, 2013 members need to use the UMI number on their new card when calling United Concordia’s Customer Service number and using the automated process as well as for registering on My Dental Benefits. Additional cards can be requested by contacting United Concordia at 1-800-332-0366.

College Preparation for Parents (2-session series)
Thursday, September 19 | Stern Center, Room 102 AND Thursday, September 26 | HUB, side rooms 204-205 noon–1:15 p.m.

Human Resource Services, Admissions and Financial Aid, in conjunction with the Carlisle High School are sponsoring a two-part series 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 your child is a junior or senior in high school and planning to attend college. Please register for this series online in CLIQ by Thursday, September 12. Beverages provided.

Emeriti Retirement Health Solutions is pleased to offer the Emeriti Program, a tax-advantaged way to save for health care costs during retirement. Emeriti is a practical and comprehensive solution to providing retiree health benefits for employees of colleges, universities and other higher-education-related tax exempt organizations. The core design features of the Emeriti program include:

- A tax-advantaged way to invest and accumulate assets exclusively to help meet future retiree medical expenses.
- A specially designed health insurance program for retirees and their dependents that complements Medicare.
- An innovative, tax-free way to pay for other qualified out-of-pocket medical expenses.

To learn more about the program, Dickinson invites you to the Emeriti presentations that will be held on campus sometime between October and November 2013.

President’s Support Staff Forum

The President’s Support Staff Forum was created in the spring of 2005. The Forum is made up of support staff representing all divisions of the college—Academic Affairs, Campus Operations, Enrollment & Communications, College Advancement, Financial Operations, Human Resource Services, Library & Information Services, and Student Development, as well as the President’s Office, to enhance communications with all areas of the college. The Forum meets monthly to share information and to discuss questions and concerns in addition to recommending improvements. Forum members are recommended by their divisions and appointed to serve by the President. Forum members serve two years. Other opportunities for members include participation in the All-College Planning and Budget Committee (P&B), the President’s Commission on Sustainability and various subcommittees formed resulting from the monthly meeting discussions. The Forum members for 2013-2014 include:

Nicole Cline ...................................... CASE
Tricia Contino ..................................... Student Development
Mary Catherine Dennin ......................... Office of Admissions
Kelly Ellis ......................................... Office of Associate Provost
Larry Flood .......................................... Facilities Management
Mary Beth Heller .................................. Children’s Center
Marcella Hippensteel ............................. Cashier’s Office
Paula Holt .......................................... Dining Services
Denise Houser ..................................... Human Resource Services
Angela Karas ................................. President’s Office/Diversity Initiatives
Tonya Miller ......................................... Mathematics & Computer Science;
                                            Physics & Astronomy
Mary Orr .............................................. User Services
Victor Paige ......................................... Facilities Management
Ellen Pfarr .......................................... Advance Services
Denise Robinson .................................. Office of Marketing & Communication
Neil Sanders ........................................ Bookstore
Tom Smith .......................................... Academic Technology
Valerie Smith ...................................... International Studies/IB & M
Carolyn Thompson ............................. Financial Aid
Kristen Washington ............................. Dining Services
Terry Wilkins ....................................... Academic Advising

Emeriti Retirement Health Solutions

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FREE TIAA-CREF Individual Counseling Sessions

Having a strong financial retirement future has a lot to do with the choices you make today. We encourage you to schedule an appointment to discuss your investment options and diversification strategies. A TIAA-CREF investment counselor will be on campus during the fall semester from 9 a.m.–5 p.m. in the HR Annex Conference Room, 61 N. West Street on:

- Friday, September 13
- Friday, October 18
- Monday, November 25
- Monday, December 9

Appointments may be scheduled with TIAA-CREF on the dates listed above. To schedule a personal meeting with TIAA-CREF, please visit www.tiaa-cref.org/letstalk1 or call 1-866-843-5640 between 9 a.m. and 8 p.m.

Dickinson College Retirement Plan Investment Fee Disclosure Notice

*Notice to All employees participating or eligible to participate in the Dickinson College Retirement Plan*+

A Department of Labor regulation took effect in 2012 to help you make more informed decisions about your RETIREMENT investments. Dickinson wants to make sure you have all the information you need to take full advantage of retirement plan options for both TIAA-CREF Financial Services and Fidelity Investments. During the month of August 2013 and in compliance with the Department of Labor regulations, you should have received important information via e-mail if you regularly have access to PC or a hard copy by mail if you do not work in an office.

Please note: NO ACTION is required. This information is being provided in compliance with the Department of Labor requirement to provide consumers with more information about fees and expenses related to their retirement investments. For questions or more information, please contact Human Resource Services at ext. 1503 or via e-mail to hrservices@dickinson.edu.
Power Down to Recharge

As summer starts to wind down and fall approaches, what is on our minds? Are we fraught with the everyday stress that bogs us down? Perhaps we are looking forward to the fall temperatures and changing of the season. The end of summer and fall can provide a perfect opportunity to get outside and enjoy nature. Studies have shown that just looking at nature and being around natural life can even reduce pain medication use and shorten hospitalization time after surgery! It’s what our parents must have known all along when they made us play outside. And yet we are becoming busier and more isolated as technology tempts us to be more insular. Taking time to unplug and unwind, even for part of a day, can be beneficial and therapeutic. No matter what our physical or other limitations are, there are numerous ways to get out and enjoy nature. We are fortunate enough to live in an area with many outdoor options to enjoy such as parks and forests. This is a great time of year to get out and dust off that bicycle, break out the old baseball or softball glove, or just get out for a stroll with a loved one or pet. It is a great time to leave the demands of the office behind for a brief time and just be human. Another way to get outside and enjoy this time of year is to start an outdoor project.

Starting an outdoor project such as a garden can be a great way to get children and family members involved and engaged. It allows us to be creative and in addition to helping the environment, can provide exercise, stress relief, and access to fresh fruits, herbs, and vegetables. Creating a garden, even a small one, allows us to get exercise, spend time together outdoors, be creative, and most importantly, get dirty! Details of how exercise can improve mental well-being have been established in numerous studies. Expressing creativity is another way we can relax and unwind. Something about digging in the soil and getting down into the earth with our hands is soothing and immediately gratifying. It can remind us of our days of playing in the sand box or making mud pies as young children. The hustle of everyday life can take us farther away from that simplicity with each e-mail, text, meeting, and class. It is easy to lose sight of having fun and engaging in recreation as we move ever farther from childhood, but the benefits of making the time to do so can be incredibly rewarding. Don’t take my word for it, take the challenge. Challenge yourself to do something outdoors at least once or twice per week.

Whatever your particular interest may be, the challenge is to find something to enjoy outside. So let’s power down the cell phones and laptops and get outside and enjoy the natural world for a change. It may be just the revitalization needed for a fresh perspective and improved outlook.

Jeremy Hicks, LCSW, CCDPD, CAADC is a licensed clinical social worker and certified addiction counselor who works at Franco Psychological Associates, your Employee Assistance Program.
Pizza Makeover

Statistics show that 93% of Americans have at least one slice of pizza per month and a majority of Americans tend to eat pizza at least once per week. We don’t usually think of pizza as being a part of a healthy diet because it’s usually high in total fats, saturated fat, sodium and calories. One slice of pizza tends to be over 300 calories per slice, which makes it easier to get your daily energy needs just at one sitting. However, there are ways to make one of your favorite foods healthier and guilt free!

◆ Make it homemade. By making homemade pizza you have control over the thickness of the dough, the recipe and the amount of cheese and toppings. According to Cooking Light September’s issue taking 4 ounces off your dough ball can cut 26% in calories and sodium. Using whole grain flour in place of all-purpose flour can also add fiber to your crust. Fiber has been shown to keep you feeling fuller longer as well as good digestive health.

◆ Use Low-fat cheese. Choosing low-fat or reduced-fat mozzarella cheese can also help reduce the amount of calories and fat on your pizza. If you like a lot of toppings on your pizza, you won’t need as much cheese. By sprinkling on less cheese, it can decrease the overall calorie, sodium and fat of your pie.

◆ Add more vegetables. Use all different colors of vegetables, and even fruits, on your pizza to provide low calories toppings as well as helping you get your daily vitamin and mineral requirements. Try grilling or roasting fresh vegetables to give your pizza some great earthy flavors. Some delicious choices include red onions, broccoli, spinach, peppers, eggplant and mushrooms.

◆ Keep the sauce. Pizza sauce is high in lycopene, which is an antioxidant shown to reduce risk of certain cancers, as well as its low in calories per serving.

◆ Limit greasy meat toppings. Full fat pepperoni, sausage and other processed meats are high in fat, sodium and calories. Try using turkey or vegetarian pepperoni or sausage, shrimp or chicken as alternatives or skip the meat altogether.

References:

Recipe
Whole Wheat Pizza Crust
Adapted from Allrecipes.com

INGREDIENTS
◆ 1 ½ cups warm water (110° F)
◆ 1 teaspoon white sugar
◆ 1 tablespoon active dry yeast
◆ 1 tablespoon olive oil
◆ 1 teaspoon salt
◆ 3 ¼ cups whole wheat flour

PREPARATION
1. Dissolve sugar in warm water in mixer bowl. Sprinkle yeast over the top and let stand for about 10 minutes, or until foamy.
2. Add salt, olive oil and 2 cups flour. Attach bowl and dough hook to mixer. Turn to speed 2 and mix about 1 minute. Continuing on speed 2, add remaining flour, slowly, and mix about 2 minutes, or until dough clings to hook and cleans side of bowl. Knead on speed 2 about 2 minutes longer.
3. Place dough in oiled bowl, turning to grease top. Cover. Let rise in warm place, free from draft, about 1 hour, or until doubled in bulk.
4. When dough is doubled, tip dough onto lightly floured surface, and divide into 2 pieces for 2 thin crusts, or leave whole to make one thick crust. Form into a tight ball. Let rise for about 45 minutes, until doubled.
5. Preheat oven to 500°F. Brush pizza pan with oil. Sprinkle with cornmeal. Press dough across bottom of pan, forming a collar around edge to hold toppings. Precook crust for 6 minutes.
6. Decrease oven to 425°F. Top pizza with toppings and bake 6-11 minutes or until cheese is melted.
Red Alert
Emergency Notification and Timely Warnings

It is the policy of Dickinson College to communicate accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency, or other situation which may impact the safety of the community. It is further the policy of the Department of Public Safety to maintain compliance with applicable features of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education.

In the event that a disaster or crisis arises, either on or off campus, that, in the judgment of the Chief of the Department of Public Safety or his/her designee, in consultation with other administrators, constitutes an ongoing or immediate threat, a campus wide alert will be issued. The alert will be issued by the Department of Public Safety through the Red Alert system and may also be sent through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the incident, the Department of Public Safety may also post the notice on the Public Safety Web site home page at: www.dickinson.edu/student-life/campus-safety/public-safety

Registering for Red Alert:
The success of this service relies on you to provide accurate contact information. To receive emergency alerts from Dickinson Red Alert, please sign up by following these instructions:

1. Log into the Dickinson Gateway on the Web at www.dickinson.edu gateway
2. Follow the instructions in the Dickinson Red Alert channel, follow the link "Have your authorization code? Sign up now."
3. When prompted, enter your authorization code, and follow onscreen instructions.

Please register as soon as possible. Having your latest contact information in our notification system is the only way to ensure that we can quickly communicate with you in an emergency.

Red Alert and Red Alert System test records will be maintained on the Web site of the vendor (Everbridge). The Red Alert system will be tested at least twice a year. A copy of each message and test documentation will also be maintained at the Department of Public Safety. Red Alert notifications will remain on file at Public Safety for a period of at least 3 years from the date of the alert.
2013-2014 marks the sixth year that the Holistic Health Incentive Program (HHIP) is part of the wellness program at Dickinson. It continues to be offered to all full-time and part-time employees. Between July 1, 2013 and June 30, 2014, employees are able to earn reward points through their participation in each component of our wellness programming:

- Physical Wellness
- Financial Wellness
- Nutrition
- Intellectual Wellness
- Emotional Wellness

In previous years, employees were able to achieve either the Engaged, Energized, or Elite status based on the amount of participation in the five areas of wellness. Now, in order to qualify for any financial rewards, employees must complete the Engaged level by June 30, 2014 in order to be eligible for the other two reward categories (Energized and Elite). The first two steps toward the Engaged level will take less than an hour of your time, with the benefit of a $100 Visa Gift card for this very brief investment of your time!

**Program Overview**

Earning a $100 Visa Gift Card is easy and will take less than an hour of your time to complete. Here is what you will need to do:

1. Schedule to complete a biometric screen through CLIQ or at dewwell@dickinson.edu. The Biometric screen is a simple blood test offered free on-campus here at Dickinson, which will provide you with confidential results and a snapshot of your overall health! The screen will be offered on four dates from 7:30–9:30 a.m. throughout 2013-2014–September 12, November 21, February 13 and April 22.

2. Once you receive the results of your biometric screen, complete the health risk assessment (HRA). The HRA is a brief survey short (online or paper copy format) that will provide you with a summary of your health status and risks, along with offering ways to improve and reduce your identified health risk areas. You will need the results of your biometric screen to complete the assessment.

3. Continue to earn HHIP points beyond completing the biometric screen and HRA for the Engaged level to achieve the Energized (100-149 points) and Elite (150 or more points) levels for additional incentive Visa gift cards by completing additional wellness program activities.

**Reward Structure**

Employees who achieve the Engaged level will receive a $100 Visa Gift Card.

Employees who achieve the Engaged + Energized levels (100-149 HHIP points) will receive both a $100 Visa Gift Card and $50 Visa Gift Card.

Employees who achieve the Engaged, Energized + Elite levels (150 or more HHIP points) will receive two $100 Visa Gift Cards.

We are truly excited about the new program design and hope that everyone will participate in the HHIP for 2013–2014. Our goal toward building a culture of wellness includes achieving a 75% or greater participation rate in the HHIP! To inspire and motivate everyone, we are offering a division-level challenge across the college—whichever division achieves the highest level of participation in the HHIP challenge for 2013-2014 will receive a division-wide picnic in the summer of 2014!

For questions about how you can get started with the new HHIP, or if you are interested in learning more about the Holistic Health program, call ext. 1503 or send an e-mail to: dewwell@dickinson.edu.
Professional Development & Wellness Events

For detailed information about any of these programs, go to the Events Registration System in the CLIQ application via the employee Gateway (http://gateway.dickinson.edu), e-mail us at devwell@dickinson.edu, or call ext. 1503.

Free Blood Pressure Screenings
Bonnie Berk, MS, RN, HNB-BC, ERYT
Fall Session Dates, Mondays:
September 16, October 21, November 18, and December 16
Mary Dickinson Room, HUB
Noon–1 p.m.
No registration required. Walk-ins welcome and expected!
(HHIP: Physical Wellness/Preventive Health Screens)

Intuitive Eating: 4-session series
Chris Rudy, RD
Wednesdays: August 28, October 9, October 30, and November 20
Stern Center, room 102
Noon–1 p.m.
Do you have an unhealthy relationship with food? Do you feel that you get angry with yourself for over-eating, have little-to-no willpower, or are always trying a new diet? If so, then this four-session group is for you! Come and learn how to reject the diet mentality forever (with no guilt), discover satisfaction with eating again and learn how to feel your feelings without using food.
(HHIP: Nutrition)

Mid-Day Meditation—FREE!
Bonnie Berk, MS, RN, HNB-BC, ERYT
Thursdays: August 29–October 17
Memorial Hall, Old West
12:15–12:45 p.m.
Meditation is a simple process that relaxes the body and mind within minutes and allows you to experience a profoundly restful state that is seldom experienced outside of deep sleep. Meditation reduces stress levels by allowing the mind to settle into a state of calm, restful alertness, which carries over into all aspects of daily life. Meditation practice establishes new connections in the brain that allows us respond more positively and creatively to stressful situations. A half-hour of guided breathing meditation helps to relax and clear the mind. Practice will focus on breathing with mindfulness, visualization and concentration, that increase our inner peace. FREE!
(HHIP: Emotional Wellness)

Weight Watchers—Fall 12-week Session
Meeting Leader: Mary Crilley
Wednesdays:
September 4–November 20
HUB side rooms 204-205
Noon–1 p.m.
The PointsPlus program incorporates the best and the latest in nutritional science and research and has been rigorously tested and reflects more than a decade of innovation that will now be presented to members as the best weight loss program possible to help motivate people to eat more healthfully and help them succeed at losing weight. Point values calculated are based on the 4 major nutrients—protein, fat, carbohydrates and fiber and how they are each converted to energy in the body. In other words—all calories are not created equal!

Weight Watchers members will receive a daily PointsPlus Target and then choose foods that will have a PointsPlus value. Weight loss occurs by choosing foods and portion sizes and sticking to your Target. Activity is encouraged and the pillars of behavior modification and group support are incorporated into the program.

We look forward to becoming partners in wellness that will combine Weight Watchers knowledge and expertise with member efforts.
Pre-registration is requested.
(HHIP: Nutrition)
Parenting the Adolescent Brain: Warning, Construction Zone!
Presented by Sarah Taby, MS, LPC, NCC, Franco Psychological Associates
Friday, September 6
HUB Social Hall West
Noon–1:30 p.m.

“Dylan used to be sweet. We talked about everything and it was enjoyable spending time together. Now we never speak unless we’re fighting.” As an adolescent counselor, I hear some version of this statement from almost all of my parents. Their once charming child has morphed into a moody monster and they’re struggling to reach out and connect to the new stranger in their house. Parenting an adolescent can be stressful but being one is like living in the midst of a major construction zone. This session will focus on the biology behind the developing adolescent brain, highlight normal adolescent behaviors, provide parenting strategies, and emphasize warning signs that your teen may need professional help.

If you’re currently parenting an adolescent, dreading the inevitable, or interested in better understanding the traditional aged college student, then this session is for you.

(HHIP: Emotional Wellness)

Medical Consumerism: 4-part series
Presented by Susan McGreevy, Health America
SESSION DATES:
September 10, 24, October 8, 22
Location varies by session date
Noon–1 p.m.
Learning how to be a wise medical consumer is an important component of maintaining health. Participants will review healthy habits to maintain optimal wellness, identify preventive screenings needed to detect health problems at an early stage, and how to take a proactive approach to their health. WellSense is a four-part series that delves into the following at each session:

Part 1: Building Your Healthcare Team: This session (Part 1) will assess your healthcare provider and show you how to choose the provider that will fit your needs. Suggestions will be given to help you make the most from your visit to your healthcare provider, and assist in identifying resources available to you through your health plan.

Part 2: Prevention—Your Best Defense: Sketch your family health history to help you create your personal health action plan, review healthy habits to maintain optimal wellness, and identify prevention screenings needed to detect health problems.

Part 3: The Right Prescription: Identify questions to ask your healthcare provider about your medications, plan strategies to work with your pharmacist to manage your medications, and compile a list of OTC medications to have on hand.

Part 4: Protect Your Health: Articulate tips to help you take an active role in staying safe in the medical care system, identify your patient rights, and learn how to prepare for advanced directives for your health. (HHIP: Physical Wellness/Wellness Workshops)

Biometric Screening—FREE!
Offered through Holy Spirit Health Systems
Thursday, September 12
HUB side rooms 201-203
7:30–9:30 a.m.
Register for this free health screening now to start and complete “Step 1” in the Holistic Health Incentive Program for 2013-2014!

Sleep Disorder Information Session
Presented by Holy Spirit Health System
Thursday, September 12
HUB Social Hall West | Noon–1 p.m.
(HHIP: Physical Wellness:Wellness Workshop)

Nutrition 101: Nutrition Building Blocks
Presented by Chris Rudy
Wednesday, September 18
HUB Social Hall East | Noon–1 p.m.
This session covers the basics of what everyone needs to know about nutrition basics. Topics covered include how to determine general guidelines specific to your needs, how to read food labels, and strategies for meal planning. (HHIP: Nutrition)
Professional Development & Wellness Events

For detailed information about any of these programs, go to the Events Registration System in the CLIQ application via the employee Gateway (http://gateway.dickinson.edu), e-mail us at devwell@dickinson.edu, or call ext. 1503.

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**ZUMBA!**
*Instructor: Lisa Oplinger*
**MONDAYS:** August 26–October 14
HUB Dance Studio | 5:15–6:15 p.m.
(HHIP: Physical Wellness)

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**Pilates**
*Jenni Moore, Certified Pilates Instructor*
**MONDAYS AND WEDNESDAYS:** Beginning August 26 and August 28
Central PA Youth Ballet | Studio #4
4:30–5:30 p.m.
(HHIP: Physical Wellness or Emotional Wellness)

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**Tai Chi**
*Instructor: Juli McGreevy*
**MONDAYS:** August 26–October 7
HUB Dance Studio | Noon–1 p.m.
(HHIP: Physical Wellness or Emotional Wellness)

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**Sports Yoga**
*Instructor: Jim Mader, Carlisle Family YMCA*
**TUESDAYS:** Beginning August 27
Central PA Youth Ballet | Studio #4
4:30–5:30 p.m.
(HHIP: Physical Wellness)

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**Vinyasa Flow Yoga**
*Instructor: Claire Bowen*
**WEDNESDAYS:** Beginning August 28
HUB Dance Studio | Noon–1 p.m.
(HHIP: Physical Wellness)

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**QiYoga**
*Instructor: Bonnie Berk, RN, MS, E-RYT*
**THURSDAYS:** Beginning August 29
Central PA Youth Ballet | Studio #4
4:30–5:30 p.m.
(HHIP: Physical Wellness or Emotional Wellness)

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**Dynamic Fusion**
*Jenni Moore, Certified Pilates Instructor*
**FRIDAYS:** Beginning August 30
HUB Dance Studio | Noon–1 p.m.
(HHIP: Physical Wellness)

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**Boot Camp Monthly Pass**
**Transformation Training & Fitness**
*Instructor: Kirk Ream*
369 E. North Street, Suite 3, Carlisle

**Available year-round**
Transformation Boot Camp is a fun-filled, fast-paced class that will not only help you feel and look better but will improve the way you move. Using a variety of exercise equipment including stability balls, medicine balls, resistance tubing and bands, participants will be engaged in activities that are designed to improve the strength, balance, coordination and performance of individuals at any exercise level. Come and enjoy the fitness difference of Transformation Boot Camp! Register directly with Transformation Training & Fitness by calling 717-609-0799 or send an e-mail to mailbox@transformation-training.net.

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**Carlisle Family YMCA**
311 South West Street
Carlisle, PA 17013
717-243-2525

Dickinson employees are welcome at the YMCA which offers exciting onsite programming that includes a variety of fitness classes, workshops and nutritional coaching. Economic, low pricing is offered for both individuals and families. For more information please visit [www.CarlisleFamilyYMCA.org](http://www.CarlisleFamilyYMCA.org) or call 717-243-2525.

**NOTE:** Remember to identify yourself to the YMCA staff as a Dickinson College employee for inclusion and consideration for Dickinson’s gym membership fee reimbursement program.

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**Gold’s Gym Membership**
*Dickinson employees enjoy the following benefits at Gold’s Carlisle and Chambersburg locations:*

- 50% off enrollment fee—only $49 down
- $24.99 per month membership fee
- No contract, all rates are monthly
- 50% monthly fee reimbursement per Dickinson’s policy
- Group Exercise classes for Cycling, Pilates, Yoga, Zumba and more
- Add daycare or unlimited tanning for only $10 per month extra

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Budget Officer Training
Presented by Margaret Stafford
Tuesday, September 10
South College, room 212-214 (second level) | 1:30–3 p.m.
This workshop is designed to help new and current budget officers and/or their designated proxies understand and monitor their assigned budgets and restricted funds. Included topics are:

- Definition of key budget concepts
- Explanation of budget coding and processes on campus
- Accessing and reading budgets in Banner Self-Service
- Management of budgets and monies from other sources (restricted funds)

Purchasing Card Reconciliation Training
Presented by Miriam McMechen
Thursday, September 12
South College room 212-214 (second level) | 1:30–3 p.m.
If you are a Dickinson College purchasing cardholder or the proxy for a cardholder, please plan to attend this session for training or as a refresher course. Use of the card and online transaction coding will be covered. Participants should bring their log-in information and any questions to the class.

Effective Approaches to Support International Students: 2-session series
Presented by Gwen Moore, Center for Global Study & Engagement
TUESDAYS: September 10 and 17
Stern Center, room 102 | 9–10 a.m.
With the increasing enrollment of international students throughout the United States and here at Dickinson, this two-part program is designed to provide participants with both the knowledge and guidance to support international students throughout their experience. During this workshop, participants will learn about our international student population and build a stronger appreciation of the adjustment students are challenged with while learning a different culture than their own. Participants will be able to ask questions and engage with real-to-life scenarios to help respond to student needs. (HHIP: Intellectual Wellness)

Professional Development & Wellness Events
For detailed information about any of these programs, go to the Events Registration System in the CLIQ application via the employee Gateway (http://gateway.dickinson.edu), e-mail us at devwell@dickinson.edu, or call ext. 1503.
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Estate Planning
Presented by Met Life
Tuesday, September 17
HUB side rooms 201–202
Noon–1 p.m.
Employees will learn about establishing and prioritizing goals, the impact of federal estate taxes, setting up wills and trusts, and other strategies. (HHIP: Financial Wellness)

Planning with Pride:
Estate Planning for LGBTQ Community
Presented by Met Life
Friday, September 20
HUB side rooms 204–205
Noon–1 p.m.
This workshop focuses on important estate planning considerations for both LGBTQ individuals and couples. It also provides participants with specific solutions for many different situations. (HHIP: Financial Wellness)

Change Anything:
Skills for Self-Directed Change:
4-session series
Instructor: Steve Riccio,
Director of Staff Development
Thursdays:
September 19, 26, October 10, and 17
Location varies by session date
11:45 a.m.–1:15 p.m.
Everyone knows an organization can’t improve unless its people do. And people don’t change unless they are willing and able to do so. Change Anything is a breakthrough application of powerful social science skills to equip everyone with the ability to succeed at self-directed change. Change Anything skills help employees and leaders take charge of their own change in ways that lead to greater engagement, performance, health, and personal happiness. (HHIP: Intellectual Wellness)

CPR/First Aid Certification
Instructor: Officer Marcy Wolf,
Public Safety
Monday, October 21
Department of Public Safety
Conference room, Kaufman Building
Session Options:
8 a.m.–Noon or 1–5 p.m.
FREE—Pre-registration is requested by Friday, October 11 to allow for course materials to be ordered.

Self Defense—
for Women Only
Instructor: Officer Marcy Wolf,
Public Safety
Monday, October 28
Department of Public Safety
Kaufman Building, Conference room, 9–11 a.m.
This personal safety course is focused on teaching women safety and self-defense. It is designed specifically for women. FREE—Pre-registration is required by Friday, October 18 to allow for course materials to be ordered.