



Vitality

A Human Resource Services Publication
Dickinson College



OCTOBER 2013/Volume VIII, Issue 2

Volunteer to Help in This Year's United Way Day of Caring



United Way of Carlisle & Cumberland County

Volunteer to participate in this year's Carlisle community **Day of Caring** to assist with a project for a nonprofit agency in the Greater Carlisle Community. All Dickinson employees are invited to participate* on Friday, October

4, from 8 a.m. to 1 p.m. The day will begin at Allison Hall with welcoming remarks from the Day of Caring organizers and sponsors, and then participants will proceed to their assigned locations. To learn more about the Day of Caring and register as an individual or team (two to 10 participants), please visit: <http://carlisleunitedway.org/community-impact/days-of-caring>, or contact the United Way of Carlisle & Cumberland County at 717-243-4805.

Each year, employees can take up to four hours of community service time. Community service times must be submitted through Banner Self-Service or department time entry. If you are unable to participate at this year's Day of Caring, please seek the approval of your supervisor if you identify another opportunity to volunteer your time.

In addition to staff, students are encouraged to participate in Day of Caring. Interested students should contact the Office of Community Service & Religious Life in the lower level of the HUB or e-mail dayofservice@dickinson.edu for more information about **Day of Caring** and other one-time service opportunities.

**Supervisory approval is required before registering for this volunteer event.*





Flu Vaccine Clinic for Employees and Students

Flu vaccines will be provided to employees and students during a two-day Flu Vaccine Clinic. This Wellness Event is co-sponsored by Human Resource Services and the Wellness-Health Center:

Wednesday, October 23, Social Hall | 9–11 a.m.

Wednesday, November 6, Social Hall | 11 a.m.–1 p.m.

Flu vaccines will be given to employees, spouses/domestic partners and dependents ages 18 years and older with the co-pay waived.

To Register:

- ➔ Staff should register through Events Management in CLIQ via the employee [Gateway](#).
 - ➔ Students should register through the Students Form tab in the [Gateway](#). The Wellness Center-Health Services staff cannot register students by phone or e-mail.
 - ➔ Each time slot has a specific number of appointments available, if you are unable to register for a specific time, then it has been filled and an alternative time should be selected. You may only register for one appointment time.
- ➔ Participants in the flu clinic should complete the [2013 Flu Vaccine Clinic participation form](#) and bring it their scheduled appointment.

If you have issues with the CLIQ event registration, please contact the LIS Helpdesk rather than Health Services. Staff with questions regarding the flu vaccine should contact their health care provider.

In addition to the on campus flu shots, Health America will cover flu shots administered at specified area pharmacies for members 18 years of age and older. Health America members may find a listing of certified pharmacies at: <http://healthamerica.coventryhealthcare.com/health-care-solutions/prescription-coverage/pharmacy-locator/index.htm>.

Seniors of Old Bellaire

The Seniors of Old Bellaire dinner was held on Thursday, September 19, 2013 in the Social Hall of the HUB. This year, 13 employees who have completed 25 years of full-time service to the college were inducted into the Seniors of Old Bellaire. The employees are Dan Cozort, Carrie Crain, Michael Fratantuono, Stephanie Keifer, Carol Loeffler, Ash Nichols, De Pham, Trudy Piper, Les Poolman, Roger Rowe, Cindy Samet, Nancy Shoemaker, and Frank Zelger. *Congratulations!*

National Coming Out Week: Sign Your Name To The Ally Support List

October 11 is celebrated as **National Coming Out Day**. The day was created to advocate for a safer world for members of the lesbian, gay, bisexual, transgender, queer, questioning, intersex and asexual (LGBTQQIA) community to live truthfully and openly—and as a way for allies or supporters of the community to step up and speak out. An ally is a person who confronts heterosexism, heterosexual privilege, sexism and homophobia in themselves and others out of self-interest and a concern for the well-being of LGBTQQIA people.

In observance of this day, the Office of LGBTQ Services and The Dickinsonian student newspaper have partnered to list the names of supporters of the LGBTQQIA and ally community at Dickinson. The Ally Support List is a tradition at several colleges and universities around the country and provides a way of increasing visibility and support for the LGBTQQIA community. Dickinson's 2nd Annual Ally Support List is expected to be published on October 10 in The Dickinsonian.

Please contact the Office of LGBTQ Services at LGBTQ@dickinson.edu or 717-254-8054 with any questions pertaining to the Ally List, LGBTQ History Month Programming, or any other questions you may have regarding the Office and the services it provides. If you are interested in signing the 2013 Ally Support List, please visit: <http://goo.gl/vx4q0c>. The form works best using the Mozilla Firefox browser.

MetLife Retirewise Workshop Series



It's Never Too Late, or Too Early... Get the guidance you need to feel confident about the road to retirement. You're invited to attend a complimentary retirement education workshop series! Retirewise is a complimentary 4-part workshop series offering the tools you need to clarify your goals and take action!

Please plan to register and attend the following Retirewise programs in **Althouse 106 from 5–6:30 p.m.:**

➤ **Building the Foundation** **Tuesday October 8**

You will envision the retirement you want and how you will finance it based on current and future retirement trends. We will cover some financial basics as well as the importance of tax diversification. You will start to see how what you already have will contribute to the retirement you want.

➤ **Creating and Protecting Wealth** **Tuesday, October 15**

You will begin to look at how to prepare before retirement to generate income during retirement. You will look at investment risk, investment strategies, retirement expenses and several sources of retirement income.

➤ **Establishing Your Retirement Income Stream** **Tuesday, October 22**

Building on what you have learned so far, you will learn how to structure a retirement income stream to address your retirement wants and needs. We will examine the risks that could impact your retirement funds and how to manage assets to help provide lifelong income.

➤ **Making the Most of What You Have** **Tuesday, October 29**

You will review the benefits your employer offers, together with other benefits for a clear understanding of how they fit into your retirement plan. We will also look at the basics of estate planning, wills and trusts.

To register for any or all of the workshops, please visit www.metlifeplansmart.com and enter "Dickinson College" or call MetLife at 866-801-3547.

The screenshot shows a web browser displaying the Dickinson College - National Coming Out Week Ally Support List 2013 form. The form includes a title, a paragraph explaining the purpose of the list, and a section for signing the list. The signing section includes a list of examples of who can sign (Student, Staff, Faculty, Alumni) and a list of radio button options for the signer's affiliation: Student, Staff/Administrator, Faculty, Alumni, Organization, Community Member, and Family Member. The form also includes a "Required" section and a "Continue" button.

Tax Strategies: Make Taxes... Less Taxing

Learn basic information to help plan in a more tax-efficient manner.

November 8, 2013

HUB, Room 204-205 | Noon–1:00 p.m.

- Treatment of federal, state, and local taxes
- Rules for home sale, charitable contributions, child care tax credit and more
- Accurate record-keeping

MetLife *MetLife/New England Securities*
and its representatives do not provide legal tax advice. Please consult your attorney or tax advisor for such guidance.

Retirement Planning Sessions



TIAA-CREF Individual Counseling Sessions

A TIAA-CREF representative will be on-campus during the months of October, November and December on:

- **Friday, October 18** | HR Annex Conference Room (61 N. West Street)
- **Monday, November 25** | HR Annex Conference Room (61 N. West Street)
- **Monday, December 9** | HR Annex Conference Room (61 N. West Street)

To schedule a personal meeting with TIAA-CREF, please visit www.tiaa-cref.org/moc or call 1-800-842-2010. Appointments may be scheduled with TIAA-CREF between 9 a.m.–5 p.m. on the dates listed above.



Fidelity Individual Counseling Sessions

A Fidelity representative will be available during the months of October and November on:

- **Wednesday, October 9** | HUB side room 203
- **Friday, November 8** | HUB side room 203

To schedule a personal meeting with Fidelity, please visit www.fidelity.com/atwork reservations or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m.–5 p.m.

TIAA-CREF “National Save for Retirement” Week

National Save for Retirement Week is October 20-26, 2013. It marks a good time for you to assess your savings situation and your goals for retirement! Whether you consider yourself a financial pro or a financial rookie, on the [TIAA-CREF National Save for Retirement Week Web site](http://www.tiaa-cref.org) you can test your skills. During the week of October 20-26, you can take a short quiz on the website to tests your financial IQ and calculate/review your retirement goals. You'll instantly find out how you rank, and how you can improve your planning. This is the perfect time to review and consider your investment objectives, risks, charges and expense. Don't get caught short. Plan and review carefully before investing. If you have any questions please call 877-518-9161 or log on to www.tiaa-cref.org.



EMERITI
RETIREMENT HEALTH SOLUTIONS

October 16th Annual Emeriti Meeting

Participate in the Annual Emeriti Meetings and learn:

- **How to save now for health care expenses in retirement**
(for employees still working).
Althouse 106 | 9:30–10:30 a.m.
- **About the Emeriti Program and your benefits options in retirement**
(for employees thinking about retirement).
Stafford Auditorium, Rector Center | 1–2 p.m.
- **About Emeriti's 2014 health insurance benefits, and get updates on Medicare and Health Care Reform**
(for retirees and pre-retirees).
Stafford Auditorium, Rector Center | 2:30–3:30 p.m.



Required Compliance Notices

Please be advised these notices will be sent to eligible employees via e-mail to both employees that regularly use a PC at work or hard copy to home addresses for all others.

Medicare Prescription Drug Plan Creditable Coverage Disclosure Notice

In accordance with the Center for Medicare and Medicaid Services (CMS), all employees who are participating in the Dickinson College group health insurance and prescription drug plan managed by HealthAmerica/HealthAssurance, CoventryHealth Care Plans will receive the required disclosure notice regarding our plan's creditable prescription drug coverage.

Please note: If you or your covered dependent(s) are not currently eligible for Medicare you may disregard this notice. Contact Human Resource Services if you have any questions.

HIPAA Notice of Privacy Practice

Please be advised, Dickinson College is required by Federal law to maintain the privacy of Protected Health Information. Therefore, in accordance with Federal Regulations regarding recent modifications to HIPAA, we are updating our website with the revised notice of our legal duties and privacy practices.

College Adopts Volunteer Policy

In September, a volunteer policy was adopted which applies to all individuals providing volunteer services on behalf of the college without receiving compensation (pay or benefits) or academic credit. Highlights of the policy include:

- Volunteers cannot replace an employment or academic position (circumventing payment for services) and employees cannot volunteer in the same capacity for which they are hired.
- Volunteers are responsible for their own medical expenses and personal vehicle damages while providing service.
- Volunteers may end their service at any time, without notice, and the college may do the same.
- Volunteers must be 18 years of age or older and cannot work in specific hazardous jobs (e.g. laboratories, electrical work)
- Volunteers must successfully complete a background check

If you serve as a volunteer coordinator, you are asked to complete the following documentation which can be found including in the policy:

- Volunteer Policy Statement of Work Form
- Volunteer Acknowledgement and Agreement Form
- Human Resource Services Confidential Information Form

The documents noted above should be submitted to Human Resource Services when completed. Human Resource Services will enter volunteers in Banner, conduct the background check and review volunteer positions annually. You are not required to submit new paperwork each year unless changes occur.

To view the Volunteer Policy and the required forms, please visit the Campus Policies Manual on Gateway (located in the College Wide Policies section).

Revisions Made to College Emergency Close Down and Delay Policy

Now that the fall season is upon us, we feel it is an appropriate time to announce a revision recently made to the College Emergency Close Down and Delay Policy. While changes are not extensive, it is important to note the following statement included in the policy:

“The college will not close down due to inclement weather except under extreme emergency situations, i.e. the Governor declaring a state of emergency which includes a travel ban or restriction.”

Please note that weather conditions may result in a delayed opening to allow the opportunity for Facilities Management personnel to clear areas of campus. In addition, the college may close early if conditions necessitate such an action.

In the event of inclement weather, regardless of whether the college is delayed, please use good judgment when commuting to work. If an employee is not able to arrive at their regular start time safely due to weather conditions, they should immediately inform their supervisor. Supervisors should be flexible and understanding.

To review the policy, please visit the Campus Policies Manual on [Gateway](#) (located in the Human Resources section).

Notice of New Health Insurance Marketplace Coverage

In accordance with the Patient Protection and Affordable Care Act all employees will also receive the required [employer notice](#) regarding the new Health Insurance Marketplace coverage, also known as Exchange, which will open on October 1, 2013. The main purpose of the [Marketplace](#) is to create an avenue where people who are uninsured can obtain healthcare coverage beginning January 1, 2014. You may apply for Marketplace coverage three ways: online, by mail, or in person at a designated center. Open enrollment starts October 1, 2013. Plans and prices will be available. Coverage is effective as soon as January 1, 2014. After open enrollment ends on March 31, 2014, people will not be able to get health coverage through the Marketplace until the next annual enrollment period, unless they have a qualifying life event. Please read the information regarding this new program carefully. If you decide to shop for coverage in the Marketplace or have questions you may want to consult [HealthCare.gov](#) or call 1-800-318-2596 for more information.

NUTRITION CORNER

CHRIS RUDY, RD



Snack for Health

Snacking can be a great way to curb appetite, add essential nutrients into your diet, increase your metabolism, provide you with energy and also offer satisfaction that will help you make healthier options at your meals. Choose nutrient-rich whole foods that you enjoy from the grains, fruit, vegetable, dairy and protein food groups.

- Think of snacks as mini-meals that provide you with the essential vitamins and minerals your body needs.
- Snack when you are hungry. Try and skip the urge to snack when you are bored, frustrated or stressed.
- Keep portion control in mind. Identify your hunger level and choose the right amount that will allow you to feel comfortably full and curb your appetite for 2-4 hours.
- Take a break and don't snack when you are distracted. We tend to eat more and taste our food less when we eat while we are multitasking. Snacking without distraction can help you stay attuned to your fullness cues to help ensure that you don't over snack.
- Plan snacks ahead of time. Keep a variety of nutritious ready-to-eat supplies on hand.
- Combine a protein food choice (dairy, meats, beans or nuts) with a carbohydrate choice (fruit, starchy vegetables or whole grains). Carbohydrates are the only source of energy for your brain and protein can help satisfy your appetite longer. Together they can provide you with sustaining fuel to keep you going.

Healthy Snack Ideas:

- Apple with a handful of pistachios
- Six whole-wheat crackers and one slice low-fat Colby cheese
- Whole grain waffle with ½ cup of nonfat cottage cheese and ½ cup berries
- Fruit smoothie: Blend 1 cup fat-free milk, ½ cup frozen strawberries and ½ banana
- Rice cake with almond butter
- Carrots sticks and hummus
- Yogurt parfait: Layer 6 ounces fat-free yogurt, ½ cup berries and ¼ cup granola
- Whole wheat bread with peanut butter and sliced bananas
- Trail mix: Mix 20 almonds, miniature box of raisins or dried cranberries, and ¼ cup sunflower seeds
- String Cheese and a pear
- Fruit and low fat cottage cheese



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.

Nutrition & Biometric Screening Results Information Sessions

Presented by Chris Rudy, RD LDN

THURSDAYS

December 11, March 5, and May 7

Stern Center, room 102 | noon–1 p.m.

Do you have nutrition questions related to your biometric screening results? Dickinson's dietitian will review nutrition recommendations related to lowering cholesterol, lowering blood pressure, diabetes prevention, and nutrition management of diabetes and establishing healthy lifestyle habits to reach or maintain a healthy body weight.

Dancing at Dickinson

Instructor: Frank Hancock

TUESDAYS

October 29–December 3

HUB Social Hall

Beginners: 5:30–6:30 p.m.

Intermediate/Advanced: 6:30–7:30 p.m.

Accelerated: 7:30–8:30 p.m.

Please come and enjoy learning one of the most fun forms of exercise—dancing! Frank Hancock's presentation of dance steps allows all participants to easily learn to Swing Dance/Foxtrot/Cha Cha/Tango and a few other dances as well. The instructor makes this a fun and easy course, with outstanding results for anyone who participates. Individual-style instruction is offered in a group setting. **Fee:** \$60 per couple; a partner is required for participation in these lessons.

Qigong

Instructor: Juli McGreevy

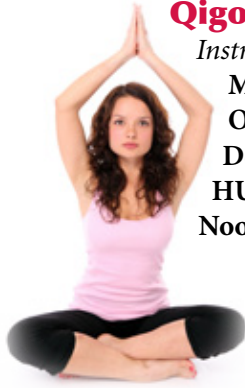
MONDAYS

October 21–

December 9

HUB Dance Studio

Noon–1 p.m.



Qigong, a 3,000-year-old discipline from China, is still

recognized as one of the most powerful methods of self-healing known today. Simple to learn, Qigong is a system of gentle movements, postures, and breathing that promotes flexibility and increases strength without stressing the joints. Qigong is appropriate for all ages and all levels of fitness. **Fee:** \$40

Mid-Day Meditation

Instructor: Bonnie Berk

THURSDAYS

August 29–December 19*

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. This weekly program includes a half-hour of guided breathing meditations to help participants relax and clear their minds. Practice will focus on breath with mindfulness and concentration, as well as mounting certain visualizations upon breath that increase inner peace. **Free!**

**No session on Thursday, November 28*



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!—Indoor Cycling

Instructor: Barry Tesman

MONDAYS and THURSDAYS
October 28 and 31–December 2 and 5
Kline Center Dance Studio | 5–6 p.m.

Indoor Cycling is a form of high-intensity exercise that involves using a stationary exercise bicycle. The routines are designed to simulate terrain and situations encountered in actual bicycle rides, including hill climbs, sprints and interval training. Go at your own pace. This class will increase your cardiovascular fitness, burn fat as well as tone and shape your lower body. After a few sessions you will see your leg strength and muscular endurance improve. Before you know it you will be burning calories and releasing endorphins to give you that natural high that will leave you feeling fantastic! Perfect for all fitness levels and no registration is required. First-come, first serve for participation at each session.

Reminder: Most track II physical wellness programs begin the week of October 21–October 27.

Supervisory Roundtable Discussion: Leading Through Change

Presented by Dan Jensen

Tuesday, October 22
Stern Center, Room 102 | 8:15–9:30 a.m.

Supervisors often are more aware of the business need for change than their employees. What managers need to appreciate is the people dimension of change. How do people respond to change and how does that affect the overall operation? The implementation of a new policy, procedure, etc. will be much more effective if we introduce change in a way that gains support from our colleagues. Discussion includes reviewing the 7 Dynamics of Change and 16 ways to reduce resistance to change.

Preventing Workplace Harassment

Presented by

Dana Scaduto, General Counsel and Steve Riccio, Director of Staff Development

Tuesday, November 26
Stern Center, Room 102
NON-SUPERVISORY SESSION:
11 a.m.– noon
FACULTY/SUPERVISORY SESSION:
1:30–3 p.m.

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we have revised our training approach to further increase the awareness of workplace harassment at the college. Our training requirements have been modified to reflect our obligation to provide a hostile-free work environment for all Dickinson employees and students. As of February 2012, all employees of the college must complete the Preventing Workplace Harassment training program each year.

FREE!—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.

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
conference room, Kaufman Building
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.

