

Vitality

A Human Resource Services Publication

DICKINSON COLLEGE

DECEMBER 2013/Volume VIII, Issue 4



Winterfest 2014

2014 Winterfest Reminder!

The annual Winterfest celebration is scheduled for **Saturday, January 11, 2014** from 6–10 p.m. in the Holland Union Building Social Hall and Dining Hall, with catering provided by the Radisson Penn Harris Hotel and Convention Center. The fun-filled evening includes dinner, music, dancing, prizes and more!

Advance registration and a ticket are required for admittance to the Winterfest 2014 event! Eligible employees are asked to register and pick-up tickets on or before Friday, December 20. Tickets are limited to the invited employee or retiree and one guest. Registration and tickets are available at Human Resource Services, FAS Mail Center (Monday–Friday) 9 a.m.–4:30 p.m. and Facilities Management. Please specify any dietary restrictions at the time of registration.

For those wishing to extend their evening of fun, special discounted room rates are available at the **Comfort Suites** in Carlisle or the guest houses of the college—**Vincett House and Hartman House**. Advance room reservations are required by Comfort Suites and the Office of CASE, with availability on a first-come, first serve basis. Please see the **Winterfest 2014** invitation for event and reservation details!

United Way Campaign Reminder

Did you know that 100% of what you give goes directly to the 27 partner agencies and the 40 programs that those agencies support? All of the overhead and administrative costs associated with the United Way are covered by generous donations from several local companies in Carlisle. That makes your donations very powerful and meaningful to the agencies and their programs and ultimately benefits those less fortunate in the Carlisle community. The 2013 United Way Campaign runs through Friday, December 6. The college will continue to accept pledge forms throughout the month of December. To contribute in this year's campaign, [please submit your pledge forms](#) through interoffice mail to Miriam McMechen in Old West. Thanks for your consideration of participating in this year's campaign!

Voluntary Retirement Contribution Limits for 2014

The maximum limits for 403(b) plan voluntary contributions continue at \$17,500 for 2014.

- Faculty and staff age 50 and older can save more in a retirement plan through a catch up plan. The catch up limit for calendar year 2014 is \$5,500.
- Employees having 15 years or more of service at Dickinson College may be able to contribute an additional amount, up to a life time maximum of \$15,000.

Employees are encouraged to consider contributing to a 403(b) tax sheltered annuity on a voluntary basis. These plans are administered by either TIAA-CREF or Fidelity Investments. Both of these plan providers offer a variety of investment options.

Address Changes for W-2 Information

If your address has changed in the last year, don't forget to update Human Resource Services before you leave for the holiday break. The post office will not send your W-2 to a forwarded address that you may have registered with them.

Year-end Payroll Entry Reminders

The deadline for submitting and approving hours for the **December 1, 2013–December 14, 2013 pay period** for bi-weekly and student payrolls will be **NOON, Thursday, December 12, 2013**.

To meet the deadline for preparing the **final payrolls of 2013**, any payroll changes, including stipend requests, must be submitted to Human Resource Services by **NOON Thursday, December 12, 2013**.

The deadline for submitting and approving hours for the pay period **December 15, 2013–December 28, 2013** for the bi-weekly (regular hourly employees) and student payrolls will be **NOON, Monday, December 16, 2013**.

Bi-weekly pay advices will be e-mailed on Thursday, January 2, 2014. Paper advices and checks will be mailed to home addresses on the same date as well. Direct deposits will appear in your account on the actual pay date of **January 3, 2014**.

Semi-monthly pay advices will be e-mailed on Monday, December 30, 2013 and checks will be mailed to home addresses on the same date. Direct Deposits will appear in employees' bank accounts on the actual pay date of **December 31, 2013**.

Student advices and checks for the December 1, 2013–December 14, 2013 pay period will be processed and deposited on Tuesday, December 24, 2013. Advices and checks for the December 15, 2013–December 28, 2013 pay period will be processed and deposited on January 8, 2014.

If you have any questions, please contact either Jeanne Hillary (ext. 1544) or Lisa Kessler (ext. 1725) in the Payroll Office or by e-mail at payroll@dickinson.edu.

HealthAmerica Makes Immunizations Convenient and Accessible



HealthAmerica is providing greater accessibility to common immunizations by covering the cost of some vaccines when administered at pharmacies. Members over 18 years old can obtain vaccines for meningitis, cervical cancer, and pneumonia at no cost through pharmacies in HealthAmerica's network offering such services; the adult shingles vaccine is covered for members over the age of 50

based on the ACA guidelines. Members can simply present a prescription for the vaccine and their member ID card at the pharmacy. The claim for this service will be processed through the pharmacy benefit. The immunization must be prescribed by a licensed prescriber and given by a pharmacist who has completed training in vaccine administration.

The following vaccines will be covered for members who meet the age requirements outlined in the Preventive Services Guidelines. Common brand names are listed in parentheses.

- **Influenza** (in season)
- **Cervical cancer** (papilloma—Gardasil; Cervarix)
- **Pneumonia** (Pneumovax)
- **Adult shingles** (Zostavax)
- **Meningitis** (Menactra)

Please refer to your health plan documents regarding any limitations or exclusions that may apply to your pharmacy benefit. Members can ask their participating pharmacist if he or she administers vaccines or can find a certified pharmacy at links such as: www.merck.com/product/mav.

New Hires & Retirees

OCTOBER 2013

Michelle Snyder, Dining Services

NOVEMBER 2013

Jonathan Barrick, Physics & Astronomy

Keith Fischer, Admissions

We say farewell to **Angelo Athanasatos** of *Facilities Management*, who has retired after 17 years of service to the college.

Holiday Spirit or Holiday Stress



It's that time of year when holiday music, ads for the best presents, and expectations of the "wonderful" holiday times are upon us. And how do many of us end up feeling? A little overwhelmed, facing hectic times with an already busy schedule, concerned with money expenditures, and wanting great holiday gatherings when the reality can sometimes emphasize unresolved family issues. Often we hear about and feel increased stress at this time of the year when we are looking forward to more joy, peace and loving feelings, also known as the holiday spirit.

So let's look at that phenomena of **STRESS**—In 1936, Dr. Hans Selye (1907–1982), a physician and researcher, coined the term stress to mean a demand placed upon the body that causes it to adjust in some way. He also wondered about its connection to illness. Stress as he described it could be positive, eustress or negative, distress. This in turn could produce the fight or flight syndrome meaning that our bodies will react to what we perceive as extreme stress or danger by increases in heart rate, blood pressure, hormone level and muscle tension as well as decreasing other areas of our body, such as digestion. This worked well in prehistoric times when a fight or fleeing the situation was the best chance for survival. However, today, more of these reactions are caused by psychological situations such as work problems, marital discord, financial concerns, etc. which over time can lead to a state of chronic stress which can decrease our sense of well-being and possibly lead to a state of exhaustion and susceptibility to illness.

So as we face the holidays how can we increase our holiday spirit and manage our stress? If we follow a holistic model we need to look at the physical, emotional, mental and spiritual aspects of our being as a means to increase wellness.

1. Do try to keep good nutrition and sleep habits. Although it may be tempting to let things slide this is a time when our body needs our help to maintain good habits such as whole foods (yes, that's usually foods with one ingredient when we can) and adequate rest (it's hard to cope when we're sleep deprived).
2. Find a healthy way to vent feelings—a talk with a good friend, writing our experiences in a journal, learning to breathe and stay with our feelings until they pass or taking a walk or exercising as a way to gain perspective.
3. Tune into the things you say to yourself also referred to as self-talk. How we view our experiences can contribute to or decrease our experience of stress.
4. Include things in your life that have meaning and joy for you. Only you can determine what your values, dreams and hopes are and how you can aspire toward that path. And know that you being here makes a difference. One of my holiday traditions is watching "*It's A Wonderful Life*" which reminds me that we all touch others' lives in ways we may never know and also brings me back to how in the big picture of things even the everyday annoyances, like the broken knob on the staircase, can seem precious when we are really in touch with what life offers. This seems to me how we can increase holiday spirit— by finding ways that we access what is good, peaceful and loving inside us and extending it to others.

Jane Gilroy-Hunsecker, MS, LPC is a therapist at Franco Psychological Associates, PC.

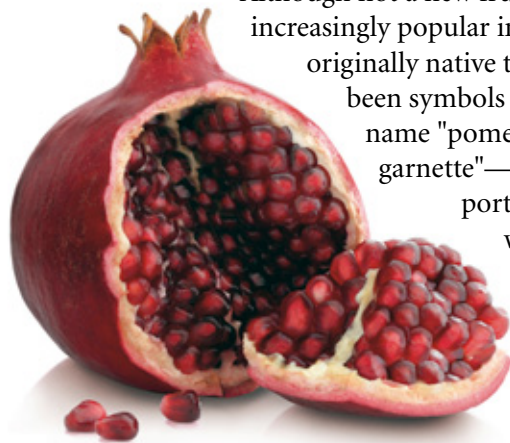
NUTRITION CORNER

CHRIS RUDY, RD



HOLISTIC HEALTH
INCENTIVE PROGRAM
CHALLENGE 2013-2014
UPDATE

Health Benefits of Pomegranate Seeds



Although not a new fruit, pomegranates have quickly become increasingly popular in western nutrition. Pomegranates are originally native to Persia and throughout history have been symbols of prosperity, hope, and abundance. The name "pomegranate" derives from the French "pome garnette"—meaning "seeded apple." The only edible portion of the pomegranate is the seeds, which can be a difficult to get to. The pomegranate is a nutrient dense fruit rich in phytochemicals and antioxidants, offering protection against heart disease and cancer. A glass of pomegranate juice has more antioxidants than red wine, green tea, blueberries, and cranberries.

Pomegranate juice is available yearlong and fresh pomegranates tend to be available from September through January.

HOW TO SEED A POMEGRANATE

Cut off the crown, and then cut the pomegranate into sections. Place the sections in a bowl of water, and then roll out the arils (juice sacs with seeds) with your fingers. Discard the rest.

WAYS TO ENJOY POMEGRANATE SEEDS AND JUICE

- ☉ Smoothies
- ☉ Sangria or mixed with your favorite liquor
- ☉ Sprinkled on a salad, or cereal
- ☉ Baked in muffins, cakes or breads

Recipe

Pom Passion™ Smoothie

Source: Pomegranate Council; www.pomegranates.org

INGREDIENTS

- ☉ 2 oz. pomegranate juice
- ☉ 6 oz. non-fat yogurt
- ☉ 1 cup fresh strawberries
- ☉ Handful of ice

PREPARATION

1. Blend all the ingredients together, until the desired consistency is reached.

Nutrients per serving:

157 calories, 9g protein, 34g carbohydrate, 0.6g total fat (0g saturated), 4mg cholesterol, 113mg sodium; 96mg vitamin C, 0.35mg niacin (vitamin B3), 0.5mg manganese.

The Holistic Health Incentive Program Challenge for 2013-2014 is well underway! As of November 21, participation for employees of the college reached **216** for the *biometric screening* and **65** for the *health risk assessment (HRA)*, with **61 employees completing both the screening and the HRA**. **Congratulations to the 61 who have completed both requirements and will soon be receiving a \$100 Visa gift card!!!** An update for participation by division and department will follow in the next issue of *Vitality*. As a reminder the division with the greatest level of participation will be rewarded with a picnic over the summer of 2014.

Marathon-in-a-Month: October Winner

Congratulations to **Kim Morgan**, Alumni and Parent Engagement, for being the October monthly winner in the Marathon-in-a-Month monthly participant drawings for a **\$25 Visa gift card**. The Marathon-in-a-Month is a month-long, cumulative walking activity, beginning on the first of each month and running through the last day, to reach a total of **26.2 miles or more** for each calendar month. Participants simply walk several days per week on selected or individual walking routes to reach the mileage goal. Mileage must be submitted to Human Resource Services by the fifteenth of each month following completion of the marathon miles (i.e. submit by November 15 for the month of October) to be eligible for the monthly drawings. For more details or to request a form to record your marathon miles, please send an e-mail to devwell@dickinson.edu or call ext. 1026.

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.

Crucial Accountability

Instructor: Steve Riccio, Associate VP for Human Resource Services

January 7, 9, 14, 16

9–10:30 a.m. | Stern Center, room 102

Participant must have completed the Crucial Conversations Program. This companion course builds on the skills learned in Crucial Conversations and introduces a powerful set of new skills to resolve your most challenging accountability issues. It enables those who already have knowledge of crucial conversations skills to diagnose why someone keeps falling short of set expectations and then derive a plan that both motivates and enables the other person to successfully change his or her behaviors. These additional skills are perfect for crucial accountability conversations that seem resistant to dialogue skills alone.

Generational Diversity

Presented by Denette Moul, Rising Sun Consultants

Wednesday, January 8

HUB Social Hall West | Noon–1:30 p.m.

Are We Really That Different? Are you having difficulties in the workplace dealing with older or younger co-workers? If you said yes, you may be dealing with Generational Diversity. During this session we will define the generations that currently comprise today's workforce by identifying and discussing the unique values, beliefs, gifts and challenges each brings into the workplace. We will also explore several techniques that engage workers, reduce conflict and support a cohesive work environment.

Understanding FERPA

Presented by Karen Weikel, Registrar

Tuesday, January 14

HUB Social Hall West | Noon–1 p.m.

The Family Education Rights and Privacy Act of 1974 (FERPA)



is a federal law that protects the privacy of students with respect to information maintained in their education records. Every

Dickinson College employee who has access to such information has an obligation to maintain this confidentiality and to protect student privacy. What is an “education record”? What is “confidential information”? What information can you share? Under what circumstances can you share information and with whom? Come learn about FERPA and how to meet your responsibilities under this statute.

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.

Preventing Workplace Harassment

Presented by Dana Scaduto, General Counsel and Steve Riccio, Associate VP for Human Resource Services

Stern Center Great Room

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. All employees of the college must complete the Preventing Workplace Harassment training program each year.

NON-SUPERVISORY SESSIONS

Thursday, January 16 | 11 a.m.–noon

Thursday, May 15 | 9:30–10:30 a.m.

FACULTY, ADMINISTRATIVE AND SUPERVISORY SESSIONS

Thursday, January 16 | 1:30–3 p.m.

Thursday, May 15 | 2:30–4 p.m.

Weight Watchers

WEDNESDAY SESSION DATE OPTIONS:

SPRING SEMESTER: January 15–May 7

SUMMER SESSION: June 4–August 20

HUB side rooms 204–205 | Noon–1 p.m.

Weight Watchers program incorporates the best and the latest in nutritional science and research. It 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. The program provides the inspiration and tools needed to succeed in your journey to health and wellness. *Employees receive fee reimbursement for achieving an 80 percent attendance rate.*

FEE: \$39.95 monthly online pass (Weight Watchers fees subject to change).



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!

Offered by Bonnie Berk

MONDAY DATES FOR 2013-2014

2013: December 16

2014: January 20, February 17, March 17, April 21, May 19, June 16

LOCATIONS/TIMES:

Facilities Management:

6:45–7:45 a.m. and 2:15–3:15 p.m.

Mary Dickinson Room, HUB:

Noon–1 p.m.

Dining Services: 1:30–2 p.m.

No registration required – just walk-in!

Biometric Screenings

Administered by Holy Spirit Hospital

THURSDAYS: February 13 and April 22

HUB side rooms 201-203

7:30–9:30 a.m.

The Biometric Screening provides a snapshot of your health looking at your total cholesterol, glucose, blood pressure, height, weight, waist circumference and body mass index (BMI). It is a collective review of your risk factors for developing heart disease, stroke and diabetes known as Metabolic Syndrome. The number of people with metabolic syndrome increases with age, affecting more than 40 percent of people in their 60s and 70s. Several factors increase your risk for developing the syndrome—high blood pressure, high cholesterol, diabetes or high blood sugar, a lack of physical activity, smoking, and family history. Monitoring your blood pressure, blood glucose, cholesterol levels and BMI gives you the ability to stay on top of your overall health. Knowing your numbers provides the information to you for conversations with your personal physician. Do you know your numbers? If not, please register for this free health screening.

ZUMBA!

Instructor: Megan Kane Mogul

MONDAYS

January 13–March 3

HUB Dance Studio | 5–6 p.m.

(HHIP: Physical Wellness)

Pilates

Jenni Moore, Certified Pilates Instructor

MONDAYS AND WEDNESDAYS

Beginning January 13 and January 15

Central PA Youth Ballet, Studio #4

4:30–5:30 p.m.

(HHIP: Physical Wellness)

Tai Chi

Instructor: Juli McGreevy

MONDAYS

January 13–March 3

HUB Dance Studio | Noon–1 p.m.

(HHIP: Physical Wellness or Emotional Wellness)

Sports Yoga

Instructor: Jim Mader,

Carlisle Family YMCA

TUESDAYS beginning January 14

Central PA Youth Ballet, Studio #4

4:30–5:30 p.m.

(HHIP: Physical Wellness)

Vinyasa Flow Yoga

Instructor: Claire Bowen

WEDNESDAYS

beginning January 15

HUB Dance Studio

Noon–1 p.m.

(HHIP: Physical Wellness)

Mid-day Meditation

Instructor: Bonnie Berk, RN, MS, E-RYT

THURSDAYS beginning January 16

Memorial Hall, Old West

12:15–12:45 p.m.

(HHIP: Emotional Wellness)

QiYoga

Instructor: Bonnie Berk, RN, MS, E-RYT

THURSDAYS beginning January 16

Central PA Youth Ballet, Studio #4

4:30–5:30 p.m.

(HHIP: Physical Wellness or Emotional Wellness)

Dynamic Fusion

Jenni Moore, Certified Pilates Instructor

FRIDAYS beginning January 17

HUB Dance Studio | 12:15–1 p.m.

(HHIP: Physical Wellness)

