



Vitality

A Human Resource Services Publication
Dickinson College



MAY 2014/Volume VIII, Issue 8

Annual Dickinson Recognition Luncheon

The annual recognition luncheon for support staff employees will be held on Thursday, May 22. Each year, the luncheon honors support staff with five or more years of service to the college.

Professional Development Day



Save-the-Date for the first annual Professional Development Day scheduled for Wednesday, June 4 from 9 a.m.–2 p.m. Human Resource Services will host a variety of concurrent sessions in the Holland

Union Building presented by college staff and local professionals. Professional Development topics will include Supervisory Training for Student Supervisors, Financial Model discussions, Communication Etiquette, Stress Management, Time Management and Speed Reading. See details shared in the special insert to this issue of Vitality. Registration is now open in the [Gateway](#).

Waidner-Spahr Library

➔ Professional Development Lending Library

[Dickinson College Personal and Professional Development Collection](#)

Would you like to read more about personal growth and professional development? Would you like to develop your leadership, communication, and management skills? The Waidner-Spahr library has a growing collection of print and electronic books to complement the many professional development and wellness programs offered by Human Resources. A search in the catalog for [Dickinson College Personal and Professional Development Collection](#) gives you more than 75 titles to enjoy browsing. From *60 Second Time Out* to *First Things First*, from *Crucial Conversations* to *First-Time Manager*, you can select a variety of recent books to support your goals. And the eBooks can be read using almost any computer, even off-campus, as long as you are a Dickinson employee. As always, feel free to [Ask a Librarian](#) for assistance or more information.

Special Incentive: A free copy of *60 SECOND Time Out* will be given to the first five employees who inquire about this book through Human Resource Services during the month of May!

➔ New York Times & Chronicle of Higher Education College-wide Online Access

The Library has started online, college-wide subscriptions to both the *New York Times* and the *Chronicle of Higher Education*. Both require you to set up a free individual account before you can access full-text of articles from on or off campus. Please see the detailed instructions for registering and information on mobile device options at: <http://libguides.dickinson.edu/specialaccess>

Note that this shared subscription to the *New York Times* does not include crossword puzzles, but it does include book reviews. Questions about this or any library services? Contact library@dickinson.edu.



Open Enrollment

The annual open enrollment period will be held from Monday, May 5 through Wednesday, June 4. The enrollment will be conducted online via Banner Self-Service again this year. Faculty and staff are reminded that Flexible Spending Accounts for medical reimbursement and/or dependent care reimbursement must be re-established each fiscal year.

CRX International

As of May 1, 2014, Dickinson College is making available, to employees and their dependents, a new, cost saving international mail order drug program for brand name prescriptions from Tier-1 countries, administered by CRX International. This is a voluntary and safe program which does not replace the current (Express Scripts) prescription benefit plan. Participation with CRX International is an opportunity for employees to take an active role in their healthcare and reduce their out-of-pocket prescription expenses while helping to minimize the overall prescription cost to the Dickinson College group health plan.

For more information go to www.DickinsonCRX.com to access enrollment forms and the prescription formulary or contact a CRX International Customer Service Representative toll free at 1-866-488-7874.

Medical Insurance Plan Design Changes Starting July 1, 2014

Healthcare costs across the nation continue to rise, impacting individuals, families, and organizations. Dickinson is not immune to these alarming trends. During the past three fiscal years, the college has experienced increased costs related to healthcare. Therefore, the Planning & Budget Committee approved the following recommendations from the Healthcare Task Force subcommittee. These changes have been approved for implementation effective July 1, 2014.

CURRENT PPO PLAN	CHANGES TO PPO EFFECTIVE 7/1/14
Deductible	Deductible
\$100 individual/\$300 family (in-network)	\$350 individual/\$1,050 family (in-network)
\$500 individual/\$1,500 family (out-of-network)	\$800 individual/\$2,400 family (out-of-network)
Coinsurance	Coinsurance
0% (in-network)	10% (capped at \$700 individual/\$2,100 family in-network)
30% (capped at \$500 individual/\$1,500 family out-of-network)	30% (capped at \$800 individual/\$2,400 family out-of-network); excludes amounts over reasonable and customary charges
Co-Payment	Co-Payment
\$15 primary care	\$20 primary care
\$20 specialist care	\$25 specialist care
\$20 urgent care	\$40 urgent care (waived if sent to ER within 24 hours)
\$100 emergency room (waived if admitted)	\$125 emergency room (waived if admitted)
Maximum Out of Pocket	Maximum Out of Pocket
None (in-network)	\$6,350 individual/\$12,700 family (in-network)
None (out-of-network)	None (out-of-network)

In accordance with the March 2014 healthcare open forums, the medical insurance premium structure is moving from a three-tier (employee, two-person, family) to a five-tier (employee, employee/spouse or same-sex domestic partner, employee/child, employee/children, family) which more closely aligns with utilization of claims. The employee percentage of premium has increased and two additional salary brackets have been added. *The 2014-15 Employee Medical Insurance Premiums* can be found at www.dickinson.edu/download/downloads/id/2994/2014-15_medical_premiums_revised.

United Concordia Dental presents Smile for Health–Wellness: Effective July 1, 2014

[Smile for Health–Wellness](#) is an enhanced benefit for people with certain medical conditions. If you have a chronic illness and periodontitis (gum disease), getting the proper treatment and maintenance for healthy teeth and gums will have a positive effect on your overall health; it also helps you save money on your medical costs. Sign up for Smile for Health–Wellness as part of your dental plan and get additional coverage to take control of gum disease and receive information through outreach. Smile for Health–Wellness is for people with certain medical conditions such as:

- Cerebrovascular Disease (stroke)
- Diabetes
- Heart Disease
- Lupus
- Oral Cancer
- Organ Transplant
- Rheumatoid Arthritis

Take advantage of enhanced benefits, available at 100% coverage, needed to control gum disease and targeted education to help you manage your chronic illness better.

ENHANCED BENEFITS WITH SMILE FOR HEALTH–WELLNESS:	
Service	Coverage
Periodontal Maintenance— one additional to your plan's standard limit per year	100%
Scaling & Root Planing	
Periodontal Surgery— four procedures*	

Register for Smile for Health–Wellness any time after July 1, 2014. You can also register for it whenever you or your covered dependents are diagnosed—no need to wait until the next plan year. Visit [UnitedConcordia.com](#) and sign in to My Dental Benefits. Click My Oral Health to register. After you receive a confirmation email, make an appointment to see your dentist and talk about what you may need to keep your mouth healthy.

Maximize Your Benefits! Member Newsletter Tips to make you a smart United Concordia customer:

1. Don't just find a dentist, find your dentist!

Develop a relationship with a dentist you can trust. Ask around to get a good referral. You can go to [UnitedConcordia.com](#) for a list of participating dentists. Receiving care from a network dentist means less out-of-pocket costs for you.

2. Schedule cleanings and exams every 6 months.

Regular dental care will keep you healthier overall and decrease your risk for diseases, such as gum disease and oral cancer.

3. Understand your dental coverage.

Don't just read it, know it! Be sure to review all paperwork that you receive regarding your dental coverage.

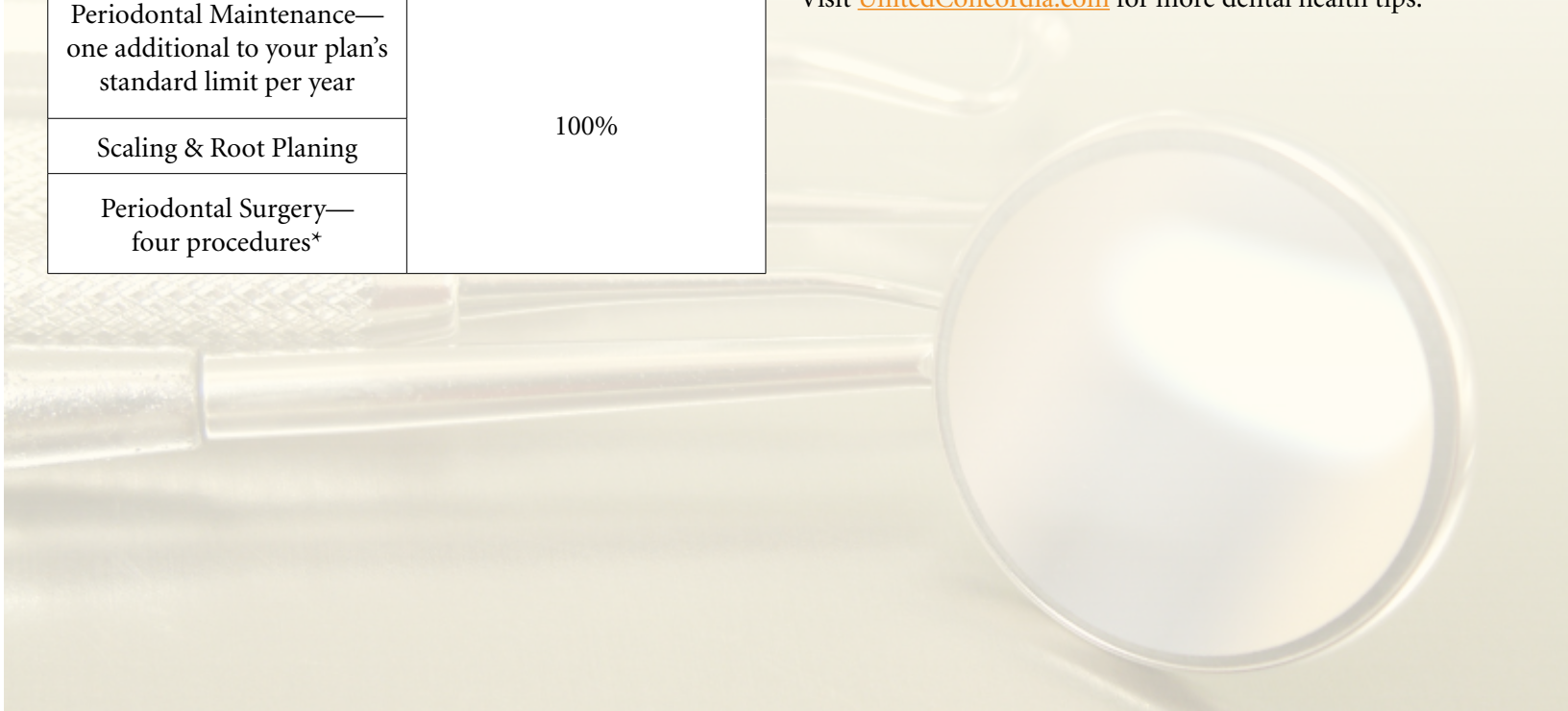
4. Manage your benefits.

No matter where you are, you can manage your benefits online or on your smart phone with My Dental Benefits. Visit [UnitedConcordia.com](#) and sign in to My Dental Benefits. Or, download our member app. We make it easier to manage your dental benefits.

6. Ask questions.

Get to know your dentist! If you have questions about your treatments, don't be afraid to ask. Some treatments may have alternative options that result in lower out-of-pocket expenses.

Visit [UnitedConcordia.com](#) for more dental health tips.



Value Based Insurance Design (VBID)

The Value Based Insurance Design (VBID) Program kicked off on July 1, 2013, as a new part of the employee benefits package at Dickinson College. This program provides extra savings for specific medical services and prescription drugs and is available to all employees and family members who are enrolled in the Dickinson College medical & prescription drug insurance plan through HealthAmerica with asthma, chronic obstructive pulmonary disease (COPD), coronary artery disease (CAD), diabetes, and heart failure.

The program is provided at no cost to eligible members and is designed to improve or maintain ones health by encouraging interaction with their treating physician and making it easier to maintain compliance by taking prescribed medication. HealthAmerica administers the VBID program on the college's behalf and participation in this program is **voluntary and confidential**.

What can I expect if I participate in this program?

HealthAmerica's Disease Management team will provide you with access to a Registered Nurse Manager who can provide you with printed information on your condition and answer health-related questions you may have. They will reach out to you within 10 days of your enrollment into the program to introduce themselves and review the program structure with you.

The program requires that you meet with your participating physician at least on an annual basis to ensure you are receiving the appropriate care treatment plan and medication advice to support your health. **For more information on [how to enroll](#) in the VBID program, or for [enrollment forms](#), please visit the Human Resource Services Web site under the Employee Wellness/ Preventative Health tab or under the Insurance Benefits link.**

SEND COMPLETED VBID ENROLLMENT FORM TO:

E-mail: DickinsonVBID@cvty.com

Fax: 866-804-4862

Mail: HealthAmerica

Attn: Melissa Keller

3721 Port Drive

Harrisburg, PA 17111

If you have further questions about the VBID program, please contact HealthAmerica member services at 1-800-252-5742.

Retirement Planning Sessions

TIAA-CREF Individual Counseling Sessions



A TIAA-CREF representative will be on-campus during the month of May on:

➔ **Friday, May 16** | HUB side room 204

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.

College Preparation Information Session (2-session series)

Hosted by Human Resource Services

Thursdays, May 8 and 15 | Althouse G07 | Noon–1:15 p.m.

Human Resource Services, Admissions and Financial Aid, in conjunction with the Cumberland Valley High School are sponsoring a two-part session 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. Beverages provided. (HHIP: *Intellectual Wellness*)

Benefits and Wellness Fair

The annual Benefits and Wellness Fair was held on Tuesday, April 22. Approximately 200 employees and family members attended this year's event. The Fair provides a chance to gather important information from vendors and campus departments as well as the opportunity for health screens and other wellness services. If you were not able to attend the Benefits and Wellness Fair and have questions, please contact us at ext. 1503 or hrrservices@dickinson.edu.



New Hires for the Month of April 2014

Kimberly Foltz, Dining Services

Henry Kohler, Dining Services

Andrew Schmitt, Wellness-Counseling Center

College & Community Events



LOCALTUNITY! Shop the Farmers Market, Share a Meal and Sustain a Healthier Lifestyle

The first outdoor Farmers on the Square market of the season will take place on May 7, 3–7 p.m., at the intersection of High and Hanover Streets. A new program for Dickinson employees and students, LOCALTUNITY, will encourage shopping at the market, eating healthier and socializing with fellow Dickinsonians—all while saving you money. Shop Farmers on the Square (FOTS) with two or more Dickinson employees and/or students for nutritious, fresh foods grown by local farmers and receive one \$5 token per person to use at the market. Add to the fun and receive an additional \$5 token per person by cooking and sharing a meal together. Multiply the health benefits by walking or biking to the Market (sorry, no additional tokens for this; walking and biking pay for themselves in better cardio-health, less gas money, and a happier planet).

This new program is co-sponsored by Human Resources, Student Life and the Center for Sustainability Education. Here's how it works. Three or more Dickinsonians (employees and/or students) will gather for an outing to the market, go to the Information Desk in the HUB on market day (Wednesdays)

before 7 p.m. and complete a request form. You and your friends will receive a Localtunity Market Certificate, which you can take to Farmers on the Square to be redeemed for one \$5 token for each member of your group. The tokens, or wooden nickels, serve as an alternative currency for purchasing foods at Farmers on the Square. All of the market vendors accept tokens—use them just like cash. Visit the information table at FOTS to exchange your certificate for a token.

You can receive one additional \$5 token per person by sharing a meal made with your Farmers on the Square purchases—it's a great way to build community among students, faculty and staff. Commit to sharing a meal and sending a picture at time of registration to receive your additional tokens. Your shared meal should be the same day as your Market outing or within four days. You will be asked to snap a photo of your shared meal and e-mail it to sustainability@dickinson.edu, #dsonlocaltunity

Each Dickinsonian is eligible to request tokens two times between now and August 15, 2014. However, tokens are limited and are offered on a first come first serve basis. The program ends when all tokens have been distributed. We will offer the program again in the fall. For information about the program, e-mail sustainability@dickinson.edu.

Green Dot: Bystander Intervention Program



Dickinson College is proud to announce the launch of the

Green Dot, an innovative, research-based, bystander intervention program. The Green Dot will complement the foundational work of violence prevention in place on campus.

The Green Dot strategy, a comprehensive approach to violence prevention uses the power of peer and cultural influence. The model identifies all community members as potential bystanders, and seeks to engage them, through awareness, education and skills practice. Specifically, the program proposes to identify socially influential individuals from across community sub-groups. These groups then engage in an education program to equip them to integrate moments of prevention within existing relationships and daily activities. New norms are introduced and those within their sphere of influence will be influenced to become proactively involved.

The campus team leading the Green Dot includes Dorothy Andrews, violence prevention coordinator; Brian Patchcoski, LGBTQ director; Aryela Levy, Wellness Center staff psychologist; Melissa Rosenberger, YWCA Carlisle; Angie Harris, associate dean of students and Becky Hammell, assistant vice president for student leadership & campus engagement. In March, fifty staff and faculty attended a half-day presentation by a national Green Dot trainer. Students were then nominated for a one-day fall training. At an information session in April, forty-two of the nominated students committed to the full-day Green Dot training on August 29.

For more information or to get involved, contact us at greendot@dickinson.edu or Dorothy Andrews, andrewdo@dickinson.edu



The Employment Skills Center would like to invite everyone to participate in the second annual Carlisle Downtown Mile sponsored by Carlisle Construction Materials on Thursday, May 29, 2014.

The one mile run down High Street will begin just west of the intersection of Orange and High Streets. and finish at Veteran's Square near the intersection of High/Hanover Streets. The race will be run in heats with the Walkers/Fun-run starting off the evening at 6:30 p.m. and concluding with the team challenge at 7:20 p.m. The certified, one-mile race will be chip-timed by 2L Race Services.

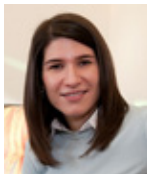
All children ages 13 and under will receive a participation medal and run in one heat. Awards will be presented after the race, and those registering by May 14 will receive a complimentary t-shirt. This year's celebration will again include a beer garden open to all participants ages 21 and older with valid ID. The beer garden is sponsored by Wilsbach Distributors and hosted in the parking lot of Abom & Kutulakis, LLP.

Friendly Competition and Family Fun is the theme of the evening. So challenge your co-workers, friends and family to participate in this great event which supports The Employment Skills Center, a local non-profit helping to improve the lives of those in our community through education and job-training.

For more information and registration call 717-243-6040, ext. 4424, or visit the registration Web site at: <http://carlisedowntownmile.itsyourrace.com/event.aspx?id=1738>

NUTRITION CORNER

CHRIS RUDY, RD



Coconut Oil— is This the Next Super Food?

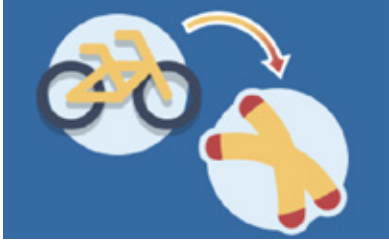
There is a new buzz in the food fad world and coconut oil is taking center stage. Lately there is a slew of health claims for anything from weight loss, increasing immune function, and a cure for thyroid disease, heart disease, obesity, and cancer. Here are some facts to help you learn more about the health properties and recommendations for the use of coconut oil.

- Coconut oil comes in two forms virgin or refined. “Virgin” coconut oil is extracted from fresh coconuts without using high temperatures or chemicals; it's considered unrefined. This type of coconut oil has a very light, sweet-nutty coconut flavor and aroma. It's ideal for baking or medium-heat sautéing. “Refined” coconut oil is made from dried coconut which is more processed and some are partially hydrogenated. This type of coconut oil is basically tasteless. It can be used for baking or for medium-high heat sautéing or stir-frying
- Coconut oil contains 117 calories per tablespoon and 14 grams total fat, with 12 of those 14 grams of fat coming from saturated fat. Coconut oil does not contain trans fat.
- Virgin coconut oil is high in lauric acid, which is a saturated fat, which has been shown to raise both LDL (“bad”) and HDL (“good”) cholesterol levels. Preliminary research has shown evidence suggesting that coconut oil intake may be associated with a neutral, if not beneficial, effect on cholesterol levels
- Coconut oil, specifically virgin coconut oil, has some antioxidant properties. Antioxidants have been shown to help in the prevention of diseases such as cancer and coronary heart disease.
- Recommendations: Skip food products that contain partially hydrogenated coconut oil and choose virgin coconut oil and use it in moderation. Despite emerging research, the recommendation is still to limit your total saturated fat intake.

Referenced and adapted from: “Coconut Oil – What Is It All About?” By Jackie Newgent, RDN,CDN www.eatright.org/Public/list.aspx?TaxID=6442452073



Wellness Fun Facts, Snippets, and Updates



Telomere & Aging: Lifestyle Changes May Lengthen Telomeres, A Measure of Cell Aging

The research of scientists Elizabeth Blackburn, Carol Greider and Jack Szostak led to the discovery of how chromosomes are protected by telomeres and the enzyme telomerase, resulting in the award of the 100th Nobel Prize in 2009. More recently, shorter telomeres have been linked to a variety of aging-related diseases, such as cancer, stroke, vascular dementia, cardiovascular disease, obesity, osteoporosis and diabetes. New studies suggest that diet,

meditation and exercise may improve important elements of immune cell aging. See the University of California-San Francisco article link for the full story! www.ucsf.edu/news/2013/09/108886/lifestyle-changes-may-lengthen-telomeres-measure-cell-aging

Source: WELCOA & University of California, San Francisco (UCSF)

Wellness Fun Run/Walk Event

The annual Wellness Fun Run/Walk was held during Wellness Week on Thursday, April 24 from 11:30 a.m.–1:30 p.m. There were 50 student and employee participants who enjoyed walking or running this year in the beautiful spring weather with their fellow colleagues. The run/walk event was a collaborative event with Human Resource Services and Recreation & Intramurals. Many thanks to Dana Angotta '14, Sam Richards '16, Gwen Kennedy '14, Layla Budin '17 and Hannah Therrien '16, students who assisted with the planning and success of this student-employee wellness event!

Marathon in a Month March Winner: Donna Peterson

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 April 15 for the month of March) to be eligible for the monthly \$25 Visa gift card 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. Congratulations to Donna Peterson for being the March Marathon in a Month winner!

Wellness Fun Facts, Snippets, and Updates

REMINDER: HOLISTIC HEALTH DEADLINE IS MONDAY, JUNE 30

The Holistic Health Incentive Program is going strong in its fifth year! The deadline to complete all activities for this year is Monday, June 30. Prior to returning completed booklets, participants should calculate their total points earned in each of the categories—Physical Wellness, Nutrition, Financial Wellness, Intellectual Wellness, and Emotional Wellness—in the Holistic Health Personal Points Tracker located in the index area on pages 35-37. The points tracker pages must be submitted to Human Resource Services for verification and award distribution no later than Monday, July 7. For questions about the incentive program, please send an e-mail to devwell@dickinson.edu.

HOLISTIC HEALTH INCENTIVE PROGRAM CHALLENGE (HHIP)

The HHIP Challenge for 2013-2014 began on July 1, 2013 and is in full swing with 311 staff (32.6%), completing the first step of the two-step challenge—the Biometric Screening. Additionally, 215 (22.5%) staff have also completed the health risk assessment (HRA), which is the second part of the challenge. To date, 209 have earned a \$100 Visa gift card reward! The Challenge continues through June 30, 2014 with the next opportunity to complete the Biometric Screening at the local Holy Spirit Health Systems lab site in Carlisle during the month of May by contacting Human Resource Services at ext. 8084. To **learn more about how you can earn a \$100 Visa gift card** (and more), please visit the [Employee Wellness/Incentives Web page](#) under Human Resources Services.

BIOMETRIC SCREENING—LAST CHANCE TO COMPLETE THIS STEP!

Administered by Holy Spirit Health System

Holy Spirit Carlisle Laboratory:

1211 Forge Road, Suite 400, Carlisle

WALK-IN WITH DICKINSON COUPON REQUIRED:

May 1 through May 22 | Monday-Friday | 7 a.m.—4:30 p.m.

The Biometric Screening provides a snapshot of your health looking at your total cholesterol, glucose, Triglycerides, HDL and LDL. Combining these biomarkers with your height, waist and BMI provides 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 you were unable to participate on campus this year, and have not already completed your biometric screening for 2013-2014, please stop by Human Resource Services to pick up your special Dickinson Biometric Screening coupon for a free screening at the Holy Spirit Carlisle Laboratory before May 22.



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.

Zumba

Instructor: Lisa Oplinger

MONDAYS:

May 12, 19 and June 2, 9, 16 & 23 *

HUB Dance Studio ** | 5:15–6:15 p.m.

Ditch the workout, join the party. Zumba is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting and effective fitness system. This class format combines fast and slow rhythms that tone and sculpt the body in an aerobic/fitness fashion to achieve a unique blended balance of cardio and muscle-toning benefits. Zumba integrates some of the basic principles of aerobic, interval and resistance training to maximize caloric output, cardiovascular benefits and total body toning. **FEE \$36**

* No class on Memorial Day, May 26

** June 23 class location—Ethos Fitness

Sports Yoga

Instructor: Jim Mader

TUESDAYS: May 13–June 17

CPYB Studio #4 | 4:30–5:30 p.m.

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. **FEE \$35**

Pilates

Instructor: Jennifer Moore

WEDNESDAYS: May 14–June 18

CPYB Studio #4 | 4:30–5:30 p.m.

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. **FEE: \$35**

Weight Watchers

WEDNESDAY SESSION DATE OPTIONS:

TRY-IT SESSIONS:

May 14, 21 & 28 | noon– 1 p.m.

SUMMER SESSION:

June 4–August 20 | 11:45 a.m.–12:45 p.m.

HUB side rooms

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.

FEE: \$39.95 MONTHLY ONLINE PASS

(Weight Watchers fees subject to change).



Massage Therapy

Camille Baughman & Associates

Thursday, May 15

Memorial Hall, Old West | 9 a.m.–5 p.m.

(by appointment only)

As the end of the semesters draw near, reward yourself by taking a few moments out of your day to participate in a relaxing table or chair massage. Besides the obvious benefits of relieving stress, massages also help to relax muscles, improve circulation, and offer better flexibility. It is an opportunity to take a healthy break from work! Sessions are 25 minutes in length. Participation is limited to one session per employee. Privacy screens will be in place. *Pre-registration and an appointment are required.*

FEE: \$10 CO-PAY DUE AT APPOINTMENT

Free Blood Pressure Screenings!

Offered by Bonnie Berk

MONDAYS: May 19 and 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!



Professional Development & Wellness Events

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Nutrition & Biometric Screening Results Information Sessions

Presented by Chris Rudy, RD LDN

Wednesday, 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.

(HHIP: Nutrition)



Water Aerobics – FREE!

Instructor: Miriam McMechen

MONDAYS:

June 23 through July 28

Kline Center Pool | 5–6 p.m.

Water Aerobics is a great way to burn calories, tone muscle, and meet other people! Enjoy a low-impact workout to music in a stress-free environment. This is an ideal aerobic workout for anyone looking to avoid high impact activity but still wishing for a terrific workout. You will feel the burn while enjoying the refreshing cool pool water! Great for all levels of fitness! *Advance registration is requested for this FREE wellness program.*



Crucial Conversations: four-session series

Facilitated by Steve Riccio

TUESDAYS AND THURSDAYS:

May 20, 22, 27 & 29

Stern Center, room 102 | 9 a.m.–Noon

Human Resource Services invites all Dickinson staff members to attend Crucial Conversations. A crucial conversation is a discussion between two or more people where stakes are high, opinions vary, and emotions run strong. As you know, these conversations, when handled poorly or ignored, cause teams and organizations to get less-than-desirable results. The program is designed to achieve spirited, yet respectful, dialogue helping to incorporate better ideas and high-quality decisions. The training experience introduces a set of eight principles that build alignment, agreement, and interpersonal communication.

(HHIP: Intellectual Wellness)

ReviewSnap Refresher Workshops

Instructors: Jeanette Gribble and Denise Houser

• **THURSDAY, MAY 22**

• **WEDNESDAY, JUNE 11**

• **WEDNESDAY, JULY 23**

Information Commons Classroom, Library Lower Level | 9–9:30 a.m.



The annual performance review period for 2014 is beginning as we start off a new year. ReviewSnap refresher workshops are offered for all who would like to brush up on their online access skills for completing the review process. Please plan to attend one of the dates by registering in CLIQ.

(HHIP: Intellectual Wellness)

Customized Technical Workshops

Does your department need a more efficient approach to using technical applications such as Excel and Outlook. Contact the Help Desk at ext. 1000 to request a workshop that can be designed to provide immediate solutions to your ongoing challenges.

LIS Technology Certification

Throughout the 2014-2015 year, the Library and Information Services (LIS) division will continue to host a series of technology certification programs for individuals of all skill levels. This year's programs will include the many features from Microsoft Office including Word, Excel, PowerPoint and Access. Classes for Moodle and Web Publishing are also included. Please send requests for the programs and functions you would like to learn to gribble@dickinson.edu.

For more information about the upcoming certification programs, please visit: <http://lis.dickinson.edu/Technology/Training/Workshops/index.html>



Web-Based Technical Training

Lynda.com offers online tutorials on several technical applications including Outlook, Excel, HTML, and Flash. Tutorials vary in length and participants can choose viewing an entire tutorial or simply learn about a specific technique.

This can be most helpful when you have an important project to complete with time constraints.

If someone from your department is interested in receiving an account to use Lynda.com please contact the LIS Help Desk at x1000 or helpdesk@dickinson.edu. An account will be created for that individual and an email will be sent confirming registration. Instructions will be provided in the email on how to access the site. Individuals will have access to all courseware for fourteen (14) days. Please contact the LIS Help Desk if additional time is required. You may also log onto the Web site to preview the course list and quality of the online instruction before requesting an account.

Special Policy Reminder:


Professional Development & Wellness Program Registrations and Attendance

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

Register online for events through CLIQ Events Registration System!

Events Registration is an application offered to the Dickinson College community as a convenient way to register for a variety of campus events. Using the Dickinson Gateway, individuals will be able to view each available event, complete registration, and place reminders on their Outlook calendars. This self-service process not only provides increased efficiency but allows participants to see the list of events attended over a period of time. To access the Events Registration system:

1. Go to the Gateway Portal at <https://gateway.dickinson.edu>
2. Click **Login**
3. Select the  icon.
4. Click on **My Events** in the Main Menu and select the **Available Events** tab from the next screen.
5. To view an event description, select and click on the specific event within the Available Events screen.
6. Click **Register Now** if you are interested in participating in the event.
7. If the event requires an appointment, a list of available appointment times will be displayed. Select your appointment and click on **Register**.
8. Click **Yes** if you wish to add the event to your Outlook calendar *
9. For security purposes, you will be prompted to include your network password for the event to be placed on your calendar
10. To register for another event(s), simply click on the **Back** button to view the other events available.

For technical issues, please contact the LIS Help Desk at 717-245-1000 or helpdesk@dickinson.edu.

Please plan to join us for the first annual Professional Development Day hosted by Human Resource Services on **Wednesday, June 4 from 8:45 a.m.–2:45 p.m.** with a variety of concurrent sessions in the Holland Union Building.

Keynote Session: Updates from Human Resource Services

Representatives from Human Resource Services
HUB Social Hall (East/West) | 8:45–9:30 a.m.
In this session, participants will be provided with a summary of the changes that have occurred in 2013-2014 including the medical plan as well as human resource policies and procedures. Participants will also have the opportunity to ask questions of staff members.

Session 1A: Understanding the College's Budget Model

Steve Hietsch, Associate Vice President for Budget Management and Auxiliary Services
9:45–11 a.m. | HUB 204-206

As you are well aware, colleges and universities must become proactive given the changing landscape of higher education. Plan to take part in this interactive session to gain greater perspective on the college's overall budgeting process. You will learn how creating a balanced budget is dependent on several factors including enrollment, financial aid, annual endowment returns, salaries, healthcare costs, and donor relations. During this session, you will be involved in a scenario working in teams to balance the budget given a series of constraints.

Session 1B: Student Supervisor Boot Camp

Heather Dunn, Assistant Director of Student Employment

9:45–11 a.m. | HUB 201-203

Supervising, in general, can be a very challenging task. Supervising students can be especially challenging given some of the complexities including compensation, work policies, and scheduling conflicts. This session will be a combination of reviewing current policies, forms, and budgeting, as well as an open discussion of supervisor common questions and concerns. Specific items that will be reviewed are:

- The Student Employment Web site
- Payroll Forms Overview and common mistakes
- Student Employment Budgeting (Federal

- Work Study vs. Institutional Funds)
- Key Student Employment Policies
- Open Q & A discussion

Session 2A: Stress Management—Insights and Relaxation Methods

Christine Samuelson, Wellness Center
11:15–12:30 p.m. | HUB Social Hall West
My plate is too full! There is never enough time! Relax... what's that?! We all have stress in our lives—from dealing with everyday routine activities to managing large life events. Over time, these stressors affect our bodies, emotions and behaviors. Learning to manage our personal experience of stress is vital to our health and well-being. Come and learn ways to manage stress by gaining insight into your distress cues, developing a new relationship with stress and incorporating purposeful relaxation techniques in your everyday life.

Session 2B: E-mail Etiquette—Communicating Your Message Effectively

Rick Capozzi, The Capozzi Group
11:15 a.m.–12:30 p.m. | HUB Social Hall East

One e-mail message can demonstrate your image of professionalism... or destroy it. E-mail communication is one of the most frequently used modes of business communication today. Are you maximizing your impact by using it most effectively? This no-nonsense program will help you to:

- Create the most efficient and effective e-mails that get results
- Improve your professionalism
- Review the most common email etiquette mistakes
- Discuss how "private" e-mail really is (It's not.)
- Consider options on dealing with those practicing poor e-mail etiquette
- Draft practical subject lines that get your e-mail read
- Be smart with your smart phone or tablet
- Review protocols when forwarding, replying, and replying to all
- Create a new signature block and know how to use it
- Why to never use BCC and what to do instead
- Review tips to reduce liability
- Determine how to adjust the style and format of your e-mail based on the context and the preferences of the receiver

Session 3A: Put First Things First: Priority Management vs. Time Management

Mike Greene, Integrity Works Coaching
1:30–2:45 p.m. | HUB Social Hall West
Habit 3 of Stephen R. Covey's 7 Habits of Highly Effective People, putting first things first helps you identify and eliminate unimportant activities that rob you of your time and energy. Mastering this habit allows you to focus on what matters most in your personal and professional lives. You will learn that the most important things in your life are not urgent and how focusing on Big Rocks will lead to greater success and happiness.



Session 3B: Speed Reading 101

Rick Capozzi, The Capozzi Group
1:30–2:45 p.m. | HUB Social Hall East

Imagine the knowledge you could gain simply by being able to read, process, and retain at a significantly faster pace. How much more could you accomplish if you could reduce your reading time by 50% while making it more enjoyable? Whether reading books, reviewing e-mails, scanning articles, or social networking, this hands-on program will help you to:

- Significantly increase your reading speed and retention
- Assess how to overcome distractions, jump backs, and slow page turning
- Discover techniques to develop a more energized focus
- Review strategies to take bigger reading bites
- Practice conditioning drills that will immediately increase your words per minute speed
- Increase the bandwidth between the lines of text and your brain