

# Vitality

A Human Resource Services Publication  
Dickinson College



JUNE/JULY 2014/Volume VIII, Issue 9

## SAVE-THE-DATE

### 2014 Annual Summer Picnic

Friday, August 8  
North Middleton Park Pavilions  
4:30 p.m.–Dusk

*Food, Fun and Games for All!*



## Sick Leave Benefit Extended to Include Parental Care



Dickinson recognizes that we are a multi-generational workforce and as such some of us may have need on occasion to

provide care for our aging parents. In the past when this occurred, and it was necessary for employees to provide care for a parent, they used vacation or floating holidays. Effective July 1, the sick leave policy will be enhanced to extend sick-leave usage to include caring for parents and parents-in-law. See the full sick-leave policy below:

Dickinson recognizes that inability to work because of illness or injury to the employee, or the need to care for the employee's injured or ill spouse or domestic partner (as defined in the Affidavit of Domestic Partnership), dependent children (must meet eligibility criteria for health benefits) or parents (including parent in-laws) may cause a hardship. In such a case, the college will continue the employee's wages for up to 10 days each year. Sick leave does not accumulate or carry over from year to year. Sick leave renews each July 1, provided the employee is actively at work (not on leave on that date).

Sick leave may be taken in quarter-hour increments. An employee should telephone the supervisor as soon as he or she knows that he or she will be unable to work. Employees must keep the college informed about the projected date and time of return. Absences must be recorded appropriately based on the department's time-entry method.

The college may ask an employee to supply a physician's statement explaining an absence, including the dates, nature and length of illness/injury. The college also may require an employee to submit a Return-To-Work Authorization from a physician.

# Retirement Reception

Please join us to celebrate and honor retiring colleagues, and to wish them well.

**TUESDAY, JUNE 24**  
**HOLLAND UNION BUILDING, SOCIAL HALL**  
**3:30-5:30 P.M.**

**REMARKS | 4:30 P.M.**

## Retirees

**Eileen Bear**, Executive Assistant | *Office of the President*

**Jake Bear**, Mechanical Lead | *Facilities Management*

**Cindy Grove**, Senior Administrative Assistant  
*Physical Education & Athletics*

**Michael Heiman**, Professor  
*Environmental Studies & Geography*

**Ellen Hoon**, Senior Academic Department  
Coordinator | *Psychology*

**Peggy Kautz**, Housekeeper | *Facilities Management*

**Lisa Kessler**, Payroll Administrator | *Financial Operations*

**Linda Markley**, Housekeeper | *Facilities Management*

**Jan Middleton**, Director of Administrative Services  
*Advancement Services*

**Joan Miller**, Gift Recorder | *Advancement Services*

**Terry Mollett**, Director | *User Services*

**Michael Myers**, Housekeeper | *Facilities Management*

**Shirley Perry**, Housekeeper | *Facilities Management*

**Dottie Scheneman**, Associate Director of Financial Aid |  
*Office of Financial Aid*

**Larry Smith**, Carpet Installation Mechanic  
*Facilities Management*

**Vanessa Smith**, Lead Communications Officer  
*Department of Public Safety*

**Chris Van Buskirk**, Associate VP for Advancement &  
Associate Provost | *College Advancement & Academic Affairs*

## Retirement Planning Sessions



### TIAA-CREF Individual Counseling Sessions

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

➤ **Wednesday, June 18** | HUB side room 204

To schedule a personal meeting with TIAA-CREF, please visit [www.tiaa-cref.org/moc](http://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 on-campus during the months of June, July, and August on:

➤ **Tuesday, June 24** | HUB side room 201

➤ **Tuesday, July 15** | Althouse 206

➤ **Wednesday, August 6** | HUB side room 206

To schedule a personal meeting with Fidelity, please visit [www.fidelity.com/atwork/reservations](http://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.



## New Hires

**Joanne Hatala**, *Athletics*

**Colton Longacre**, *Dining Services*

**Carla Maranto-Arnold**, *Forum on Education Abroad*

**Trish Mullinix**, *Student Leadership*

*& Campus Engagement*

**Lindsay Willey**, *Dining Services*

# Special Discounts and Promotions for Dickinsonians!

## Harrisburg Senators Baseball Games – Dickinson Days 2014!



**Sunday, July 27 and  
Sunday, August 10  
Game time: 2 p.m.**

Enjoy a summer afternoon with friends and family at City Island/ Metro Bank Park in Harrisburg! Discounted **box-seat** tickets are available to Dickinson employees and their families by visiting the

Harrisburg Senators website links below, or by sending in your ticket order via e-mail ([jkauffman@senatorsbaseball.com](mailto:jkauffman@senatorsbaseball.com)), fax (717-231-4445) or mail to the following address along with the [special discount ticket order form](#):

### Dickinson College

Jess Kauffman, Senior Account Executive  
Harrisburg Senators Baseball  
P.O. Box 15757  
Harrisburg, PA 17105

### Special Dickinson College Games:

**Sunday, July 27 at 2 p.m.**

<https://www.ticketreturn.com/prod2/Buy.asp?EventID=98803>

**Sunday, August 10 at 2 p.m.**

<https://www.ticketreturn.com/prod2/Buy.asp?EventID=98810>

### Online Ticket Purchase Instructions:

**Promotional Code for Online Ticket Purchases: DC2014**

- Click on the box that says “Special Offer Code”
- Enter the Promo code (**DC2014**) in **ALL CAPS** (the text field is case sensitive) and click submit.
- Click the blue plus sign next to **Box** for the seat choice options through the Dickinson College ticket drop-down box: **Dickinson College \$7 Box Seat or Web Box \$11**
- Choose the quantity of seats you want, then Click Continue
- Select your seat locations in the **special Dickinson College area in section 203**, or select other seats if desired, then follow the on-screen instructions to complete your ticket purchase order.



## Girl Scout Summer Camp Discount

The council of the Girl Scouts in the Heart of PA (GSHPA) would like to cordially invite the daughter(s) of Dickinson College employees to participate in [summer camp 2014 at Camp Archbald and Camp Small Valley](#) by offering a **special \$15 discount!** Camp Archbald is the 2nd oldest Girl Scout Camp in the nation and is located in Kingsley, PA. Camp Small Valley is located in Halifax, PA.

Camp Archbald and Small Valley can help your daughter(s) have the best summer of her life! Your daughter(s) will build knowledge about the outdoors, make lasting friendships with other girls her age, develop practical life skills, and learn what she is capable of through cooperative learning, exercise and play. Each week-long stay at Girl Scout Camp is a fun-filled, yet meaningful experience, full of girl-chosen programs and activities, crafts, games and of course, camp fires. At the end of her stay, each girl will be inspired to do anything she puts her heart and mind to, have a better sense of who she is and have a desire to be healthy and active each and every day!

Girl Scouts in the Heart of PA is excited to offer employees of Dickinson this special **\$15 discount** off the price of one full week at either camp. We hope that by offering this discount, all girls will be able to attend summer camp (additional financial aid is available to qualifying girls).

For more information or if you have questions please contact Lura Anne Wasileski, Membership Recruiter for GSHPA at 1-800-692-7816 or 717-798-2510 or by e-mail at [lwasileski@gshpa.org](mailto:lwasileski@gshpa.org).



# A NEW HABIT *By Heidi B. Roeder, M.S., LPC, LMFT*



**Ahhhhh.** Summer rolls around again. The days are longer and the weather more inviting. With a renewed sense of energy and excitement in our lives perhaps we can

bring our attention toward a new habit of wellbeing. I invite you to take a deeper look into the world of mindfulness and meditation.

You might ask, what is this “mindfulness” I hear so much about? Or, why should I try meditation? Meditation and mindfulness is about relaxation and presence with our felt experience, and while it can also be a religious/spiritual practice it doesn't have to be. Recently a client of mine asked, “How often do I have to practice mindfulness and meditation for it to have a positive impact on my life?” In reflecting on an answer, it came to me how well our bodies respond to habitual practice. I told them that like exercise, doing it once is beneficial, but making it a regular habit produces even more positive results.

Humans are very habit-oriented beings. However, our mind doesn't discriminate when “choosing” a habit. Habits can be

good or bad, beneficial or detrimental to our wellbeing. We only need to do something again and again for it to become habit. I work with a lot of people living with high levels of stress and anxiety in their lives. In many ways they have become habitualized to living this way. When they come to me, I encourage them to interrupt their destructive habits of doing too much, working overly long hours, never taking a break and even to stop over-scheduling their children, perpetuating the next cycle of stressed-out humans. What I tell them instead is to find time during the day to sit quietly and reflect. This is the beginning of a practice of mindfulness. I also encourage a practice of meditation and deep breath work that will help them to calm their minds. Many of us have an endless amount of mental chatter going on in our minds. We create multitudes of lists or mental exercises for how to get things done. We mentally overload ourselves with this running dialogue. Instead, we need to make a habit of taking a break from this mental noise in order to restore our sanity. It has been well studied and widely recognized that mindfulness and meditation can ease suffering, bring us peace and serenity, decrease stress and anxiety and even improve our relationships and physical health.



So, I encourage you to make a new habit. Take time out each day, even if only for a few beneficial moments to sit in quiet reflection. Close your eyes, sit comfortably and bring your attention to any places of stress or tension in your body. Allow those places to relax. Start by taking some long, deep breaths, and then focus your attention on the gentle rhythm of your breathing. Before too long you will most likely notice that your mind wants to distract you from this practice and send you some seemingly urgent message about what you could be doing instead, or what you need to do next. Stop! Don't be fooled. That is the old habit trying to break through. Instead remind yourself that this is the new habit you are trying to establish. Gently but firmly return your attention to your breath. Tell the part of your brain that wants to interrupt you to be quiet for a time. Now continue to notice the sensations in your body, the air around you, the sounds, your breath, how it feels to sit; send a gentle message to any remaining tension to relax. Continue your rhythmic breathing. Guess what? You are meditating! This is what it means to sit in mindful meditation and it's good for you. If you are like most, with time you will notice that you look forward to this time when you can sit in quiet meditation. Your body, mind and soul will thank you and you will be on your way to developing a new healthy habit. If you want more help in practicing meditation try Tara Brach's Web site at [www.tarabrach.com](http://www.tarabrach.com) and check out her free guided meditations. Good luck and have fun with this new habit!

**Heidi B. Roeder, M.S., LPC, LMFT**  
*Franco Psychological Associates, P.C.*  
*Your Employee Assistance Provider*



## **Marathon in a Month April Winner: Bonnie Lehman**

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 May 15 for the month of April) 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 [dexwell@dickinson.edu](mailto:dexwell@dickinson.edu) or call ext. 8084. Congratulations to Bonnie Lehman for being the April Marathon in a Month winner!



## **Meditation Might Reduce Workplace Stress**

A small U.S. study supported that regular meditation may prevent stress related to work. The study revealed that after 20 minutes of Transcendental Meditation™ twice a day for four months, teachers and support staff at a school specializing in childrens' behavior problems felt reduced levels of stress. For tips on reducing your stress, please see the online article link below for the full story, and also the Franco Psychological Associates article on the previous page: [www.reuters.com/article/2014/02/13/us-meditation-stress-idUSBREA1C1VP20140213](http://www.reuters.com/article/2014/02/13/us-meditation-stress-idUSBREA1C1VP20140213)

*Source: Reuters Health*



## **Stress Management and Telomeres: Did you know...?**

- Lifestyle, environmental factors and perception of stress affect the length of telomeres, which are the end-caps of your chromosomes.
- Telomere length is an indicator of overall health.
- Studies have shown that perception of stress—as either a positive factor or negative factor—impacts the length of telomeres, with negativity being related to shortened telomeres and optimism linked to longer telomere length.
- Exercising daily, having a social-support network, reading and good sleep habits (7-8 hours of sleep each night) have been shown to have a positive impact on telomere length.

*Source: Wellness Council of America (WELCOA)*

## 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.

## NEW! Career Development Conference Fund Now Available

The college supports all employees to continually grow and develop (both personally and professionally) as members of a learning institution. Employees are encouraged to identify possible opportunities that will offer assistance in the work they perform at the college. With this in mind, support staff employees are eligible to participate in the Conference Fund offered by the college to support attending training seminars or workshops off-campus. Supervisors must confirm that the program would enhance particular skills related to the work of the department. Effective July 1, 2014, funding is limited to \$200 per person per year. Requests will be funded on a first-come, first-served basis until the budget for the fund has been exhausted.



## Holistic Health Incentive Challenge Update (HHIP)



The HHIP Challenge for 2013-2014 began on July 1, 2013 and is heading into the final weeks with **331 staff (34.7%)** completing the first

step of the two-step challenge—the Biometric Screening. Additionally, **271 (28.4%)** staff have also completed the online health risk assessment (HRA) survey, which is the second part of the challenge. As of June 5, **268 (28.1%)** staff earned a \$100 Visa gift card reward! The Challenge continues through Monday, June 30.

Remember to submit your HHIP Points Tracker form to Human Resource Services for earning an additional \$50 or \$100 Visa gift card if you continued to participate in the Challenge beyond the first two steps. 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. To review the details of the HHIP Challenge 2013-2014, and to **access the catalog for the points tracker, please visit the Employee Wellness/Incentives Web page under [Human Resources Services](#)**. For questions about the incentive program, please send an e-mail to [devwell@dickinson.edu](mailto:devwell@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](mailto:devwell@dickinson.edu), or call ext. 1503.



## Movement and Strength Training – NEW – Try-It Program!

*Athletic Trainer: Adam Richmond, MS, ATC, PES, FMS*

**Monday, Wednesday, Friday;  
June 16, 18, and 20  
Durden Center | 7–8 a.m.**

The objective of this training system is to help clients develop a foundation of fundamental mobility and stability that will allow them to move freely and more efficiently. As we improve your movement quality, our focus will then turn to improving movement capacity and strength. Clients will be instructed on the proper mechanics of squatting, deadlifting, pressing and pulling exercises. The program will be individualized based on training history, training goals and movement restrictions. These restrictions will be remedied utilizing foam rolling techniques combined with mobility drills as well as core, hip and shoulder stability exercises. *(HHIP: Physical Wellness)*



## Free Blood Pressure Screenings

*Bonnie Berk, MS, RN, HNB-BC, ERYT*

**SPRING SESSION DATES:  
MONDAYS, June 16 and July 21  
Mary Dickinson Room, HUB  
Noon–1 p.m.**

No registration required. Walk-ins welcome and expected! *(HHIP: Physical Wellness/Preventive Health Screens)*

## Water Aerobics – FREE SUMMER SESSION

*Instructor: Miriam McMechen*

**MONDAYS, June 23 through July 28  
Kline Center Pool | 5–6 p.m.**

Try this FREE wellness program that will improve your muscle tone and aerobic conditioning. Water aerobic exercise burns calories, tone muscles and refreshes with a dip in the pool! Enjoy a low-impact workout to music in a stress-free environment. Great for all levels of fitness! *(HHIP: Physical Wellness)*



# Professional Development & Wellness Events

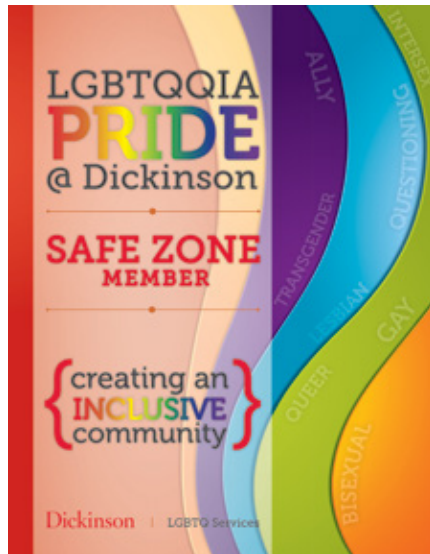
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## Faculty, Administrator, and Staff (FAS) Pride @ Dickinson Safe Zone Training

Presented by LGBTQ Services

Thursday, August 7

Althouse 201 | 9 a.m.–Noon



The Pride @ Dickinson Safe Zone Program seeks to create a safer and more inclusive campus environment for all members of the campus community by reducing heterosexism, homophobia, biphobia, and transphobia. Through the training program and the display of Pride @ Dickinson stickers, the program creates a visible and supportive network of gay, lesbian,

bisexual, transgender, queer, and ally members of the campus community who have a basic knowledge about issues of sexual orientation and gender identity and are able to provide support and referrals to members of the campus community. The Pride @ Dickinson Safe Zone training lasts a total of 3 hours and is offered by the Director of the Office of LGBTQ Services. A continental breakfast will be provided at the training sessions.

**For more information, please visit:** [go.dickinson.edu/LGBTQ](http://go.dickinson.edu/LGBTQ). Trainings can also be scheduled by appointment for groups of six or more. If you wish to bring a Pride @ Dickinson Safe Zone training to your department, contact: [LGBTQ@Dickinson.edu](mailto:LGBTQ@Dickinson.edu). (*HHIP: Emotional Wellness*)



## Preventing Workplace Harassment

Presented by Dana Scaduto & Steve Riccio

Tuesday, August 19

NON-SUPERVISORS

Althouse 106 | 11 a.m.–Noon

FACULTY & SUPERVISORS

Althouse 106 | 2:30–4 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. (*HHIP: Intellectual Wellness*)