

Vitality

Dickinson

Human Resource Services

May 2015 | Volume IX | Issue 9

Supporting Students Who Have Experienced Sexual Violence Workshop

Presented by Kelly Wilt, Prevention, Education and Advocacy Center and Eric Stiles, National Sexual Violence Resource Center

Tuesday, May 12 | HUB 201-202 | Noon–1 p.m.

On Tuesday, May 12 during common hour, the Prevention, Education and Advocacy Center (PEAC) is hosting a faculty and staff workshop (HUB 201-202) on how to support students who have experienced sexual violence.

Kelly Wilt (PEAC) and Eric Stiles from the National Sexual Violence Resource Center (NSVRC) will facilitate a conversation on the critical role faculty and staff have to play in supporting students who disclose experiences of sexual violence.

Faculty and staff will learn why this is relevant to their interactions with students on campus and will be provided with strategies for how to support students and connect them with resources when confronted with such situations. Faculty and staff will also learn methods for weaving messages of prevention and bystander intervention in their course plans and classrooms. *This workshop is sponsored the by the PEAC and the Women's and Gender Resource Center. Registration for this program is open and available in CLIQ!*

Annual Dickinson Recognition Luncheon

SAVE THE DATE! The annual recognition luncheon for support staff employees will be held on Thursday, May 21 in the HUB Social Hall from noon–1:30 p.m. Each year, the luncheon honors support staff with five or more years of service to the college. RSVPs to the invitations that were sent in mid-April are requested on or before Thursday, May 14.

Spring Clean-up!

Faculty & Staff are invited to Donate Unwanted Items to U-Turn: May 6 & 13, Bulk items accepted! Time to spring clean? Donate! Support sustainability at Dickinson by donating your items to U-Turn 2015. Bring your gently used household items, furniture, clothes, etc. to campus on May 6 and May 13! We accept all items that can be used in the future by local families.

Items will be accepted for drop off from noon–4 p.m. on May 6 and May 13 at 5 North Orange Street, in the Facilities Management parking lot. Our 11th year community partnership with United Way of Carlisle & Cumberland County helps collect unwanted items to resell them at the area's largest community yard sale. All proceeds benefit the United Way of Carlisle & Cumberland County. The United Way provides financial support to 27 local non-profit partner agencies and 40 programs that address the community's most pressing needs. All you need to do is bring your unwanted items to the collection during the two collection times. Contact sustainability@dickinson.edu for more information.



Annual Fun Run Walk!

The **Annual Fun Run Walk** was held on Friday, April 17 from 11:30 a.m. through 1:30 p.m. The beautiful weather brought out over 70 employee and student participants who joined President Roseman and Brontè Jones to complete the route from Britton Plaza to Dickinson Park. Participants were given a free event t-shirt as well as a water bottle for their wellness efforts! We hope more will join in the fun in April 2016 for this annual fun Dickinson community event.

Retirement Planning Sessions

TIAA-CREF Individual Counseling Sessions

A TIAA-CREF representative will be on-campus during the months of May & June on:

- **Wednesday, May 13 | HUB side room 202**
- **Thursday, June 25 | HUB side room 202**

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 month of May on:

- **Thursday, May 7 | 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.

New Hires & Retirements

ADDITIONAL MARCH NEW HIRE!

Emilene Wilkins, *Dining Services*

APRIL NEW HIRES

Jennifer Miller, *Dining Services*
Nancy Stansbery, *Major Gifts*
Jennifer Stover, *Wellness Center*
Ashley Zink, *Financial Operations*

Open Enrollment

The annual open enrollment period will be held from Monday, May 4 through Wednesday, June 3. 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.

Open Enrollment Information Sessions

Human Resource Services is teaming up with HealthAmerica to offer a series of information sessions in preparation for Open Enrollment. The sessions will include a review of the current PPO medical insurance plan design and premiums, including but not limited to the explanation of benefits and member responsibility terminology (deductible, coinsurance and copays), claims processing examples, and tips on being a mindful healthcare consumer. Other benefits, including Health Advocate, Value-Based Insurance Design (VBID), CRX (alternative prescription benefit) and United Concordia's Smile for Health Wellness, will also be reviewed. Please join us for one of the following information sessions:

Tuesday, May 5 | Althouse 106 | 2:30–3:30 p.m. or 5–6 p.m. Registration for these session options is open and available in CLIQ!

May is National Bike Month!

National Bike Month* is sponsored by the League of American Bicyclists and celebrated across the United States. Since 1956, National Bike Month has offered the opportunity to share the benefits of bicycling while also encouraging more folks to try bicycling to work or other activities.

WITH SO MANY REASONS TO RIDE, WHAT'S YOURS?

For 2015, National Bike to Work Week is scheduled for the week of May 11-15. Consider biking to work or other activities for a variety of reasons! Whether it is to save money, to reduce time spent sitting behind the wheel of your car, or to get fresh air and sunshine—pedaling will help to preserve your health and the environment while also allowing you to explore your local community. National Bike Month is a great way to enjoy the health benefits and pedal-power of a bicycle in addition to reducing our carbon footprints on the world!

Some on-campus resources for biking at Dickinson include the **Handlebar**, a bicycle repair shop, and the Bike Share programs. More information about these and other resources can be found at www.dickinson.edu/info/20052/sustainability/2317/biking or by e-mailing sustainability@dickinson.edu.

*Source: <http://bikeleague.org/bikemonth>

Rules of the Road—Bicycling on the Road

Spring and warmer weather offers the opportunity to enjoy the great outdoors, along with taking a bike ride with family and friends. Bicycles in many states are considered vehicles, and cyclists have the same rights and the same responsibilities to follow the rules of the road as motorists. When riding, always remember:

- ➔ **Go With the Traffic Flow.** Ride on the right in the same direction as other vehicles. Go with the flow—not against it.
- ➔ **Obey All Traffic Laws.** A bicycle is a vehicle and you're a driver. When you ride in the street, obey all traffic signs, signals, and lane markings.
- ➔ **Yield to Traffic When Appropriate.** Almost always, drivers on a smaller road must yield (wait) for traffic on a major or larger road. If there is no stop sign or traffic signal and you are coming from a smaller roadway (out of a driveway, from a sidewalk, a bike path, etc.), you must slow down and look to see if the way is clear before proceeding. This also means yielding to pedestrians who have already entered a crosswalk.

- ➔ **Be Predictable.** Ride in a straight line, not in and out of cars. Signal your moves to others.
- ➔ **Stay Alert at All Times.** Use your eyes AND ears. Watch out for potholes, cracks, wet leaves, storm grates, railroad tracks, or anything that could make you lose control of your bike. You need your ears to hear traffic and avoid dangerous situations; don't wear a headset when you ride.
- ➔ **Look Before Turning.** When turning left or right, always look behind you for a break in traffic, then signal before making the turn. Watch for left- or right-turning traffic.
- ➔ **Watch for Parked Cars.** Ride far enough out from the curb to avoid the unexpected from parked cars (like doors opening, or cars pulling out).

For more information and tips on bicycle safety, visit the source of this information—the National Highway Traffic Safety Administration (NHTSA) Web site at: www.nhtsa.dot.gov.



Weed Walk

College Farm | Saturday, May 30 | 2–4 p.m.

Spring has sprung in the Cumberland Valley! Many area farmers are timing field tillage and planting between spring rains and threats of frost. Did you know that we can get a frost up until the beginning of May? Versatile strategies are key this time of year regardless of the crops being grown. This same flexible mindset can be applied to healthy springtime meals and maximizing what is available on local farms. Spring is the time for fresh hardy greens like spinach, kale and Swiss chard which can be eaten raw or cooked. If you have not yet tried a bowl of raw kale salad or made kale chips you are missing out. They are equally delicious and easy to make. For the adventurous eaters the springtime offers an abundance of edible weeds that go well in salads, stir fries and juicing. Common weeds that we find underfoot but are great to consume include dandelion, chickweed, lamb's quarters, Miner's lettuce, violet and even stinging nettle. Though it requires gloves to harvest, when steamed or sautéed, stinging nettle is a great alternative to spinach in any dish! Often on the farm we will look for patches of undisturbed vegetation to harvest from—adding seasonal and great tasting weeds to our meals or beverages this time of year. If you are not sure about how to go about incorporating weeds from your yards we have just what you need! In May the College Farm will be hosting its annual Weed Walk with local weed enthusiast, Dawn Toutkaldjian. Dawn is a wealth of knowledge and a great teacher. For more information on this event and to register, please visit the College Farm Web site at <http://blogs.dickinson.edu/farm>.

Ask the Dietitian

Do you wonder about different styles of eating, special diets, or have questions about nutrition in general? Jessica Jones Ph.D RD LDN, the college's dietitian offers a free, online Q/A opportunity via "Ask the Dietitian" on the college's Web site. If you have general questions, please submit them through our Ask the Dietitian form by visiting: www.dickinson.edu/forms/form/146/ask_the_dietitian.

Professional Development & Wellness Events



WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT
[HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.

College Preparation for Parents

PART I: May 7 – High School Counseling and Admissions

PART II: May 14 – Financial Aid and Tuition Benefits

Noon–1:30 p.m. | HUB side rooms 205-206

Human Resource Services, Admissions and Financial Aid, in conjunction with local area high schools offer workshops for employees and their families to learn more about the college selection and financial aid process. The program will provide guidelines for starting the college search while attending high school, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson's three tuition programs. We encourage all parents to attend if your child is a junior or senior in high school and planning to attend college. Please register via CLIQ or Contact Denette Moul, Organizational Development & Training Specialist for specific information.

Office 365 Introduction

Instructor: Jeanette Gribble, User Services

SESSION OPTIONS: Thursday, May 7 or Tuesday, May 12

Information Commons Classroom, Library Lower Level | 9-10 a.m.

Office 365 is now available on campus. Come to this hour demo and learn what Office 365 is all about.

During this Office 365 demo we will login, create a new document, share a document and more. Watch for more Office 365 in depth training that will be offered later. This Office 365 demo is open to the entire campus including all employees and students. Office 365 details can be found here:

www.dickinson.edu/info/20198/technology_services/2232/training_and_tutorials/6

This demo will be held in the Information Commons classroom #2 located in the lower level of the Library on Mac or PC computers.

Protecting Our Community

Presented by Human Resource Services

Althouse, room 106

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we offer educational programs to assist all employees with recognizing and addressing potential harassing and discriminating workplace behavior. Our program involves a combination of in-person and web-based modules to provide a comprehensive approach to ensuring that all employees receive the information necessary to recognize, address and support a harassment and discrimination free workplace.

New employees are required to complete two web-based modules –Workplace Harassment Prevention and the Campus Save Act—and attend Protecting Our Community within the first year of employment.

Support Staff, Administrators and Faculty are required to complete the two web-based modules—Workplace Harassment Prevention and the Campus Save Act—once every two years and attend the facilitator-led Protecting Our Community once every 6 years. This revised program addresses workplace harassment and discrimination, how and where to report issues, and the protection of minors.

Please plan to attend one of the upcoming sessions listed below:

NON-SUPERVISORY SESSIONS: Thursday, May 14 | 9:30–10:30 a.m.

FACULTY, ADMINISTRATIVE AND SUPERVISORY SESSIONS: Thursday, May 14 | 2:30–4 p.m.

Professional Development & Wellness Events

Professional Development Day June 2015

On Thursday, June 11, Human Resource Services will once again be hosting a Professional Development Day! This year's theme is "Seeing Our Campus as One Community." The day will give all Dickinson employees the opportunity to gain an understanding of how their everyday actions contribute to a healthy, vibrant and unified campus community. Please watch for more details in the coming weeks!

Emergency Preparedness Role Play Exercise

Presented by Public Safety

Friday, June 5 | Allison Hall

Dickinson's Public Safety is inviting employees to participate in an emergency preparedness active role-play exercise. Please join public safety, local, and county law enforcement, EMS and fire personnel as they gain practical experience in dealing with an active shooter incident on our campus. Dickinson participants will be cast in a variety of roles to help provide the most realistic setting including bystanders, victims, and college personnel. Participants must be able to commit to the full 4.5 hour scenario on Friday, June 5 and a mandatory safety briefing on Thursday, June 4. Contact Capitan Michael Guido, Public Safety or Dennette Moul, Organizational Development & Training Specialist for specific information.

Weight Watchers

WEDNESDAY TRY-IT SESSION DATE OPTIONS:

May 6 and 13 | noon–1 p.m. HUB side rooms, 205-206

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. Drop in on either of these session dates to find out if this program for nutrition and weight management is right for you! **Anyone interested in participating in a 12-week summer session of Weight Watchers on Wednesdays from noon–1 p.m. beginning on June 3 through August 19 at Dickinson is asked to send an e-mail to devwell@dickinson.edu no later than Wednesday, May 13!**

**FREE
FITNESS 5-WEEK SUMMER MINI SESSIONS**

Zumba

Instructor: Heather Leatherman

MONDAYS: May 4, 11, 18 and June 1, and 8

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.

Sports Yoga

Instructor: Jim Mader

TUESDAYS: May 12 through June 9

HUB Dance Studio | 5–6 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.

Pilates

Instructor: Jennifer Moore

WEDNESDAYS: May 13-June 10

HUB Dance Studio | 5–6 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.

WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.



Dynamic Fusion

Instructor: Jennifer Moore

FRIDAYS: May 15-June 12 | HUB Dance Studio | 12:15–1 p.m.

Gain length, strength, and flexibility through a series of blended traditional moves combined with the exercises of moving arts such as Pilates, Tai Chi, and dance. This class will have a standing portion focusing on strength training and balance as well as mat work for core and flexibility.

Carlisle MOG: What is a MOG?

Presented by Brian Cardin PT, Cardin & Miller Physical Therapy & Kirk Ream, Transformation Training & Fitness

Tuesday, May 12 | Stern Center, room 102 | Noon–1 p.m.

What is a MOG? How will this program benefit those who attend it? A MOG is a Medically Oriented Gym whose expert staff members guide participants along the path toward better health! Your health is your most precious resource, and it is irreplaceable. The fitness industry generally focuses on weight loss and physical change when it comes to health. National statistics say that this has not worked. We believe that successful health can only be achieved through sustainable behavioral change. Our goal is to redefine True Fitness through behavioral change in a community environment with lasting results! Looking to restore, improve, or just enhance your health.

Massage Therapy

Camille Baughman & Associates

Thursday, May 14 | Memorial Hall, Old West | 9 a.m.–4:30 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

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

MONDAYS: May 18 and June 15 | Mary Dickinson Room, HUB | Noon-1 p.m.

No registration required—Walk-ins welcome and expected!

(HHIP: Physical Wellness/Preventive Health Screens)

HOLISTIC HEALTH INCENTIVE PROGRAM DEADLINE REMINDER: TUESDAY, JUNE 30

The 2014-2015 Holistic Health Incentive Program (HHIP) continues to offer a diverse listing of Wellness programs in its sixth year! To qualify for the incentives offered, employees must first complete both the biometric screening and the health risk assessment. Once both of these activities are completed, they also count toward your total points accumulated in the HHIP Points Tracker. The deadline to complete all activities for this year is Tuesday, 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 **HHIP Points Tracker**, which may be found on the **Employee Incentive** Web page or requested through Human Resource Services. The points-tracker pages must be submitted to Human Resource Services for verification and award distribution no later than **MONDAY, JULY 6**. For questions about the incentive program, please send an e-mail to devwell@dickinson.edu.

Carlisle Downtown Mile

The Employment Skills Center would like to invite everyone to [register](#) and participate in the fourth annual **Carlisle Downtown Mile** on Thursday, May 21.

The one mile run down High Street will begin just west of the intersection of Orange and High Streets and finishes near the intersection of West High and Pitt Streets. The race will be run in heats with the Walkers/Fun-run starting off the evening at 6:30 pm and concluding with the team challenge at 7:20 p.m. The certified, one-mile race will be chip-timed by **PA Runners**.

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 1 will receive a complimentary t-shirt**. This year's celebration will again include a *beer garden available to all participants ages 21 and older* with valid photo ID and wristband required. The beer garden is sponsored by **Diebler Insurance**. Food during the celebration will be available for purchase from **The Chicken Truck**. Space for the event is provided by **JFC Staffing**.

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: www.parunners.com/component/dtregister/?controller=event&task=options&Itemid=127&eventId=176

Physical Wellness Program Gift Card Winner For April

Congratulations to **MARGARET STAFFORD**, Financial Operations for being the \$25 Visa Gift Card winner for the month of April 2015! Eligibility for the monthly gift card drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random gift card drawing will be held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via CLIQ will automatically be included in 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. 8084.



Dickinson

Professional Development and Wellness
HUMAN RESOURCE SERVICES

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