

Vitality

Dickinson

Human Resource Services

December 2015 | Volume X | Issue 5

New Year Social

JANUARY 9, 2016 | HOLLAND UNION BUILDING | 7-11 P.M.

We are truly excited to celebrate the New Year with all employees of the college! Invitations for the January 2016 New Year Social have been sent via interoffice mail to each regular full-time/part-time faculty/administrator/staff member (plus guest). Please remember to register for this event in [CLIQ](#) and to pick-up your tickets on or before Wednesday, December 16 at one of the following campus locations during regular business hours:

- Facilities Management Office at 5 N. Orange Street
- FAS Mail Center in the lower level of the HUB
- Human Resource Services located at 55 N. West Street

If you would like your ticket(s) sent via interoffice mail, please send and email to hrrservices@dickinson.edu, or call ext. 1503.

For event details, please visit the New Year Social event webpage at: www.dickinson.edu/info/20083/human_resource_services/3080/new_year_social



@DickinsonHR
#dsonsocial

Winter Safety Tips

Winter is coming, and sooner than you think! Though the winter season officially begins on December 22, Mother Nature can bring winter-like conditions as early as Thanksgiving! Snow and ice, blizzards, cold temperatures and even flooding can all occur during the winter months here in the Northeast. As a result, whether it's the first storm of the year or the last, you should ALWAYS be prepared!

Prepare for winter with these simple steps:

- Routinely check the forecast at weather.gov and follow NWS on Twitter and Facebook to make sure you're prepared for the elements and have the latest weather news.
- Create an Emergency Supplies Kit. It's up to you to be prepared before, during, and after a crisis. One way you can be prepared is by putting together an emergency supplies kit. Stock it with essentials like water, a First Aid Kit, extra blankets or pillows, a flashlight, and any other supplies you may need.
- Make sure your cell phone is fully charged when a storm is approaching and also anytime you're planning to leave the house. It could become your life-line should disaster strike.
- Dress for the season: wear loose, warm clothing in layers
- For more information, visit the National Weather service weather safety page at www.weather.gov/wintersafety

DID YOU KNOW?

Dickinson College has its own weather station. Head to Wunderground.com to find out.

Electronic W-2 Information

As required by the IRS, Dickinson College furnishes all employees with a Form W-2 Tax and Wage Statement for each calendar year. The W-2 provides details of earnings and tax withholdings for the year.

For several years, employees have received both electronic and paper W-2 forms. Dickinson now encourages all employees to elect to receive only an electronic Form W-2 through Banner Self Service.

Employees who consent to receiving an electronic W-2 will not receive a paper form and agree to obtain their W-2 through Banner Self Service. The consent will remain in effect until withdrawn by the employee through Banner Self Service or upon termination. If an employee does not consent, Payroll will mail a paper Form W-2, no later than January 31, via the US Postal Service to the current address on record.

Employees may be required to print and attach a W-2 form to their Federal, State or local income tax return.

Benefits to receiving Form W-2 electronically:

- Electronic W-2 forms promote the college's sustainability efforts
- Electronic W-2 forms are available earlier than the traditional paper forms
- Electronic W-2 forms cannot be lost, stolen, delayed or misplaced by the U.S. postal service or by the employee
- Electronic W-2 forms are available anywhere the employee has access to a computer
- Electronic W-2 forms will remain online for multiple years

How to give consent to receive your electronic W-2:

- Log into Banner Self Service through the Dickinson Gateway (gateway.dickinson.edu)
- Click on the Employee Information
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Click the Submit button
- To withdraw consent, follow the above steps

Electronic consent for the 2015 W-2 must be made by December 31, 2015.

Contact payroll@dickinson.edu with any questions or concerns.

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

To meet the deadline for preparing the final payrolls of 2015, any payroll changes, including stipend requests, must be submitted to Human Resource Services by NOON Wednesday, December 9, 2015.

The deadline for submitting and approving hours for the November 29, 2015–December 12, 2015 pay period for bi-weekly and student payrolls will be 9 a.m. on Monday, December 14, 2015.

The deadline for submitting and approving hours for the pay period December 13, 2015–December 26, 2015 for the biweekly (regular hourly employees) and student payrolls will be NOON, Wednesday, December 16, 2015.

Semi-monthly and bi-weekly pay advices will be emailed on Wednesday, December 30, 2015 and checks will be mailed to home addresses on the same date. Direct deposits will appear in employee bank accounts on the actual pay date of December 31, 2015.

Student advices for the November 29, 2015–December 12, 2015 pay period will be emailed on December 22, 2015 and direct deposits will appear in student bank accounts on December 23, 2015. Advices for the December 13, 2015–December 26, 2015 pay period will be emailed on January 5, 2016 and direct deposits will appear in bank accounts on January 6, 2016.

If you have any questions, please contact either Jeanne Hillary (ext. 1544) or Polly Willey (ext. 1725) in the Payroll Office or by email at payroll@dickinson.edu.

New Hires

ADDITIONAL OCTOBER NEW HIRES

Stephanie Renfrow,
Dining Services
Jennifer Shatzkin, *Wellness Center*

NOVEMBER

Maxine Bloom, *Dining Services*
Anthony DeNoto, *Wellness Center*
Faythe Grace, *Library Services*
Angela Shettel, *Dining Services*

Retirees

We wish the following employees a fond farewell as they retire from the Dickinson during the month of January 2016:

Ken Berrier will be retiring on January 15 from Dining Services after 24 years of service to the college.

Marie Baker will be retiring on January 15 from the Office of the Provost & Dean with 61 years of service to the college.

Retirement Planning Sessions

TIAA-CREF INDIVIDUAL COUNSELING SESSIONS

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

- **Wednesday, December 16 | HUB side room 202**
- **Thursday, January 7 | HUB side room 205**

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.

MYFREETAXES.COM & MONEY IN YOUR POCKET Tax Preparation Assistance

Did you make less than \$62,000 in 2015 as an individual or as a family? If so, then My Free Taxes may be able to assist you with filing your 2015 tax returns. MyFreeTaxes.com is a free service offered that helps you file your federal and state income taxes online, safely and quickly! The information and documents needed for this tax preparation service are: social security number or tax identification number; W2 forms, 1099s, 1098s and other income forms; childcare provider name/address/and tax ID; bank routing and account numbers for checking and savings accounts. This valuable service is offered nationwide, and also to Dickinson employees and students in partnership with United Way of the Capital Region. To access this opportunity for assistance, please call **1-855-My-Tx-Help** (or 1-855-698-9435) or visit <http://www.myfreetaxes.com>.

Money In Your Pocket—a free, onsite tax preparation assistance program—will also be available at Dickinson College in early February 2016 for those in the Carlisle community with low-to-moderate income (less than \$54,000 per year). Details of this program will be shared in the February issue of *Vitality*!

Wellbeing & Walking Meetings!

Ever wonder how to accomplish things while getting in a little exercise and fresh air? Consider the Walking Meeting tip below shared through the Harvard Business Review:

GET THE FULL BENEFITS OF WALKING MEETINGS

Walking meetings are a growing trend, replacing a traditional sitting meeting in a coffee shop or boardroom with a little exercise. The benefits are plentiful: Research has found that walking leads to increases in creative thinking, and anecdotal evidence suggests that walking meetings spur more productive, honest conversations. Here are some tips to help your next walking meeting go well:

- **Include an “extracurricular” destination.** Passing a point of interest provides more rationale and incentive for the walk.
- **Don’t add unneeded calories.** A meeting that ends with a 400-calorie beverage undermines its health goal.
- **Stick to small groups.** Walking meetings work best with two or three people.
- **Don’t surprise colleagues or clients with walking meetings.** Notify people in advance so they can dress appropriately.
- **Have fun.** Enjoy the fresh air—research has also found that people who use walking meetings report being more satisfied at work.

Adapted from “[How to Do Walking Meetings Right](#),” by Russell Clayton et al.

Source: The Management Tip of the Day from Harvard Business Review–November 6, 2015

Oral Wellness:

HOLIDAY EATING HABITS TO SAVE YOUR TEETH!

Holidays are the time for sweets, treats and more. Below are some tips to keep your mouth healthy and happy during the holiday season:

1. Eat sugary treats with your meal when extra saliva is produced in your mouth.
2. Drinking water throughout the day can help rinse your mouth.
3. Munching on cheese can protect tooth enamel from decay and also increase saliva in your mouth.
4. Try not to chew on the ice in your drink as it can cause fractures and chips in your teeth.
5. Drink soft drinks through a straw positioned toward the back of your mouth. This prevents a sugary coating from forming on your teeth.

If you have a certain medical condition like diabetes, you can get the proper treatment and maintenance for healthy teeth and gums by signing up for **Smile for Health-Wellness**. Not only will you improve your overall health, you can also reduce your medical costs! Sign up for Smile for Health-Wellness as part of your dental plan today! Visit UnitedConcordia.com and sign in to [My Dental Benefits](#) then click My Oral Health to register.



UMEDGYM

Are you preparing to make positive changes and embark on the journey of healthy living? If this sounds like you and you think you could benefit from a structured and supportive program, Dickinson

College is teaming up with UMedGym Carlisle to bring you a unique solution called the U-First™ program. Working together with a dedicated team of medical exercise specialists, nutritionists, health coaches, and physical therapists, this program will help you improve your physical activity and nutrition, reduce stress and provide sustainable lifestyle changes over time. Dickinson College would like to invite you to participate in our 6-month lifestyle change program.

To qualify for this new wellness program option, you must meet the following criteria:

1. Have a BMI of 30 or higher (Visit <http://www.mayoclinic.org/bmi-calculator/itt-20084938> for a BMI calculator) AND
2. Have one or more of the following diagnosed health risk factors: Pre-Diabetes or Type 2 Diabetes, High Cholesterol (total cholesterol or LDL cholesterol), High Blood Pressure and/or Waist Circumference over 35” for women or 40” for men.

Attend the MedGym information session scheduled for Tuesday, January 19, 2016 in the Stern Center, room 102 from noon–1 p.m. to learn more about this new program to enhance your wellbeing and get started on the pathway to better health and fitness!

Nutrition Corner

For a hearty meal, enjoy these healthy recipes designed by our Executive Chef, Richie Rice, using organic produce from the College Farm!

GREENS SALAD WITH FRESH HERB VINAIGRETTE

The Dressing (about 2 cups)

Fresh Herbs
(herbs may vary with availability)
Rosemary 1/3 c.
Flat Parsley 1/3 c.
Thyme 1/3 c.
Basil 1/3 c.
Tarragon 1/3 c.
Garlic 1/2 clove
Shallot 1
Apple Cider Vinegar . . 1/3 c.
Extra Virgin Olive Oil . . 2/3 c.
Honey 1/4 c.
Salt and Pepper to taste

The Salad

Fresh spinach
Fresh leaf lettuce
Fresh Romaine lettuce
Fresh Kale

Combine all ingredients (except olive oil) in a blender. Process and puree. While blender is running, slowly add olive oil and continue until emulsified. Adjust salt and pepper to taste. Toss with greens and serve.

SLOW COOKED ROOT VEGETABLE STEW (5 SERVINGS)

White Onion (chopped) 1
Butternut Squash (diced) 1
Carrot (peeled and diced) 1
Parsnips (peeled and diced) 1 lb.
Sweet Potatoes (peeled and diced) 1 lb.
Farm Potatoes (peeled and diced) 1 lb.
Celery Ribs (diced) 2
Cloves Garlic (minced) 4
Vegetable Broth (packaged) 3 c.
Bay Leaf 1
Available Herb (chopped) 1 t.
Fresh Kale 2 c.
Salt and Pepper to taste

Combine all ingredients in a slow cooker, or a covered pot. Cook on low until vegetables are tender. Remove Bay Leaf. Add Kale, continue until kale is softened. Adjust salt and pepper if necessary. Serve.

CIDER DIJON PORK CHOPS WITH ROASTED SWEET POTATOES, APPLES, AND FENNEL (5 SERVINGS)

Pork Loin Chops 2 lbs.
Olive Oil 2 t.
Apple Cider 1 c.
Dijon Mustard 1 t.
Sweet Potatoes (peeled, large dice) 1 lb.
Apples (sweet, cored, large dice) 2
Fennel bulb (trimmed, diced) 1
Fresh Rosemary (cleaned/fine chop) 1 t.
Salt and Pepper to taste
Butter (softened) 2 t.

To pre-roast the vegetables, coat the prepared Sweet Potatoes, Apples and Fennel in olive oil. Season with salt and pepper. Place on a (sprayed) sheet pan and roast in oven at 350 degrees until Browned and potatoes are tender. Retain these, hot. Meanwhile, in a skillet with hot olive oil, sear the pork chops, until cooked through. Transfer pork chops to a pan and keep warm until sauce is complete. Drain oil off pork chop pan, then add cider, bringing to a simmer and scraping, bits from pan into cider. Add the mustard and incorporate well. Remove from heat and swirl in the butter to thicken. Add Sweet potato mixture, and spoon over pork chops. Serve.



Professional Development & Wellness Events

For a full listing of Professional Development & Wellness programs for 2015-2016, please check the new [2015-2016 catalog of events!](#) Registration for all programs and events is available in CLIQ via the [Gateway](#).

The 3 C's of Addiction: Compulsion, Control & Consequences

Presented by Rebekah Feeser, PhD.

Franco Psychological Associates, P.C.

Monday, December 7 | Stern Center, room 102 | noon–1 p.m.

What is addiction and what causes one to use and abuse substances? This presentation will focus on the differences between recreational substance use and substance abuse or dependence, focusing primarily on alcohol. We will explore how addiction involves cravings/compulsive use, lack of control or boundaries on use, and continued use despite negative consequences, as well as discuss how friends and family members can apply a different set of 3 C's to help them understand and cope with their loved one's addiction.

HealthAmerica Individual Consultations

Health America Representative: Jean Enders

Wednesday, December 9

1:1 appointments from 8 a.m.–4:30 p.m.

HUB side room 205

Do you have medical or prescription drug questions regarding your HealthAmerica insurance plan? How does this insurance plan work? What is deductible and coinsurance? Our HealthAmerica representative will be available on campus Wednesday, December 9 from 8 a.m.–4:30 p.m., in HUB side room 205 to help answer your claims questions or inquiries regarding their medical, prescription, & mental health services. To schedule a personal appointment with HealthAmerica, please sign up through CLIQ for the time period you need. Please bring any documents pertaining to your questions such as explanation of benefits, bills, etc.

Weight Watchers

Meeting Leader: Billie Rae Lerew

OPEN HOUSE: Wednesday, January 13

WEEKLY MEETINGS BEGIN: Wednesday, January 20 through Wednesday, May 11

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.

17-week Program Fee: \$186.00. Payment accepted by credit card or cash/check at open house on January 13, or via payroll deduction upon request. This on-campus program requires 20 registered participants by Wednesday, January 13 for meetings to begin on Wednesday, January 20.

Pre-registration in CLIQ is requested by the January 13 deadline!

Breast Cancer: The Myths & The Facts

Presented by Wellness Works, Carlisle Regional Medical Center

Thursday, February 11 | Stern Center, room 102 | noon–1 p.m.

Breast cancer is the second leading cause of death among women, but can also affect men. All people, whether male or female, are born with some breast cells and tissue that have the possibility to develop into cancer. However, breast cancer in men is rare, with only about 2,190 diagnoses each year. Although most people who develop breast cancer will not be able to pinpoint one specific cause, scientists have learned much about risk factors that may indicate a stronger likelihood for cancer. Some cancer risk factors—like smoking—are controllable. Some other cancer risk factors—like genetics—are not. Find out more about potential risk factors and how you can plan for your healthiest life. Come to this session to learn about the myths and factors that may apply to you.

More information about Breast Cancer may be found online at: www.nationalbreastcancer.org/what-is-breast-cancer

Biometrics & Heart Health

Presented by Dr. Lenke Erki, Holy Spirit Health System & Laura Hughes, American Heart Association

Tuesday, February 16 | Stern Center, room 102 | noon–1 p.m.

February is Heart Health month! Wondering what those numbers mean from your biometric screening? Register to attend this session and have your questions answered! We are collaborating with the American Heart Association and our special guest speaker—Dr. Lenke Erki, a cardiologist from Holy Spirit Health System—to offer this special presentation that will touch on biometrics, nutrition, lifestyle and overall wellbeing. Register—and bring a friend or colleague to this session to promote a healthy heart! This session is open to the entire campus community.

WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT
HTTP://GATEWAY.DICKINSON.EDU, E-MAIL DEVWELL@DICKINSON.EDU, OR CALL EXT. 1503.



FREE! EXERCISE PROGRAMS BEGINNING MID TO LATE JANUARY

SitFit – a new wellness program offering!

Instructor: Jennifer Moore

MONDAYS: February 15, 22, 29, March 7, 21, 28, April 4 & 11

Memorial Hall, Old West | 12:15–12:45 p.m.

SitFit is an integrative approach to fitness that uses a chair for cardio, strength, and flexibility training. The chair provides great support while sitting and stability for standing, making this class appropriate for all fitness levels, especially those who have limited mobility, certain health concerns, or are just easing into fitness.

**No session the week of March 14*

Pilates

Instructor: Jennifer Moore

MONDAYS AND WEDNESDAYS

January 18/20–March 7/9 & March 21/23–May 9/11

Central Pennsylvania Youth Ballet (CPYB) Studio #4 | 4:30–5:30 p.m.

MORNING CLASS OPTION; WEDNESDAYS: 7:30–8:30 a.m.

HUB Dance Studio—dates to be announced

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.

Sports Yoga

Instructor: Jim Mader

TUESDAYS: January 19–March 8; March 22–May 10

HUB Dance Studio | 4:30–5:30 p.m.

Sports Yoga combines active stretching, breathing techniques and a westernized approach to learning and using Yoga poses.

Vinyasa Flow Yoga

Instructors: Claire Seiler (Wednesdays) & Michele Landis (Thursdays)

WEDNESDAYS: January 20/21–March 9/10; March 23/24–May 11/12

HUB Dance Studio | noon–1 p.m.

Vinyasa Flow yoga fuses breath and movement to cultivate grace, flexibility and balance of body and mind. From breath work and meditation, the practice moves through smart, inventive sequences designed to focus the mind and energize the body. This class will challenge you where you are, with modifications and options for all levels. The only prerequisites for this mindfulness practice are an open mind and a sense of humor.

QiYoga

Instructor: Renee Warren

THURSDAYS: January 21–March 10;
March 24–May 12

CPYB Studio #4 | 4:30–5:30 p.m.

QiYoga offers the benefits of both Indian and Chinese practices of Yoga and Qi Gong. By moving slowly and mindfully, we are able to improve the energy flow in our bodies, create new neurological pathways and bring balance into the body, mind and spirit. This class is for all levels of fitness as well as people with chronic medical conditions including back problems, joint issues, cancer, heart disease, asthma and arthritis. Come and learn for yourself the healing nature of this relaxing and rejuvenating practice.

Dynamic Fusion

Instructor: Jennifer Moore

FRIDAYS: January 22–March 11;
March 25–May 13

HUB Dance Studio | 12:15–1 p.m.

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

Professional Development & Wellness Events

INCLUSION ON OUR CAMPUS

Faith Club Book Series

WEDNESDAYS | noon–1 p.m. | Landis House

Each month we will read a different book around the topics of faith. Join us for one or all.

- **February 10:** *Encountering God* by Dianna Eck

Ally Workshop

Presented by the Office of LGBTQ Services

Tuesday, February 16 | HUB Social Hall East | noon–1 p.m.

The Ally Workshop is designed to encourage members of the community to begin to consider ways they can start the journey towards becoming allies to the LGBTQ community. During this interactive presentation, you will gain a better understanding of what it means to be an ally, strategies for being a better ally, and tools to reflect upon and confront your own privilege. This workshop is open to all members of the Dickinson College community. Pizza will be provided! For more information, please contact LGBTQ@dickinson.edu.

Writing for the Workplace: An Interactive Workshop

Presented by Noreen Lape

Wednesday, January 13 | Stern Center 102 | 9 a.m.–11 a.m.

You will engage in interactive discussions and exercises that will help you sharpen your job-related writing skills. For this workshop, designed to address directly your pressing needs and burning questions, you set the agenda. I will contact you close to the date and ask you to send me your questions and workplace writing samples. I will then shape the discussion and exercises around your needs and questions. In past versions, we have discussed everything from comma usage and grammar issues to responding to a complaint, creating a concise explanation of a complex message, and delivering bad news—among many other things.



Digital Detox

Presented by Dennette Moul

Friday, January 15

HUB Side Rooms 201-202 | noon–1 p.m.

In a world that never seems to stop you're finally reaching the end of your rope. You've tried techniques for getting rid of stress in the past, but nothing has worked like it promised. You've tried to nurture a deeper connection with yourself, but you still feel as lost as ever. You hate the feeling of always having to be on and plugged in, but you don't know what to do about it. You wish your mind would stop talking so much, even if it's just for a moment. The freedom and peace you deeply desire is much closer than you think. In fact it's so close, all it takes is the push of a button.

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.



Understanding FERPA

Presented by Dana Scaduto, General Counsel & Karen Weikel, Registrar
Thursday, January 21

**The Stern Center, room 102
1–2 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.

Protecting Our Community:

Faculty, Administrators and Supervisors Session

Presented by Dana Scaduto, General Counsel & Human Resource Services
Thursday, January 21 | Althouse, room 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 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—Preventing Workplace Harassment and the Campus Save Act—and attend Protecting Our Community within the first year of employment. This revised program will address workplace harassment and discrimination, how and where to report issues, and the protection of minors. Registration is available via CLIQ in the **Gateway**, by sending an email to devwell@dickinson.edu or by calling ext. 1503 for assistance.

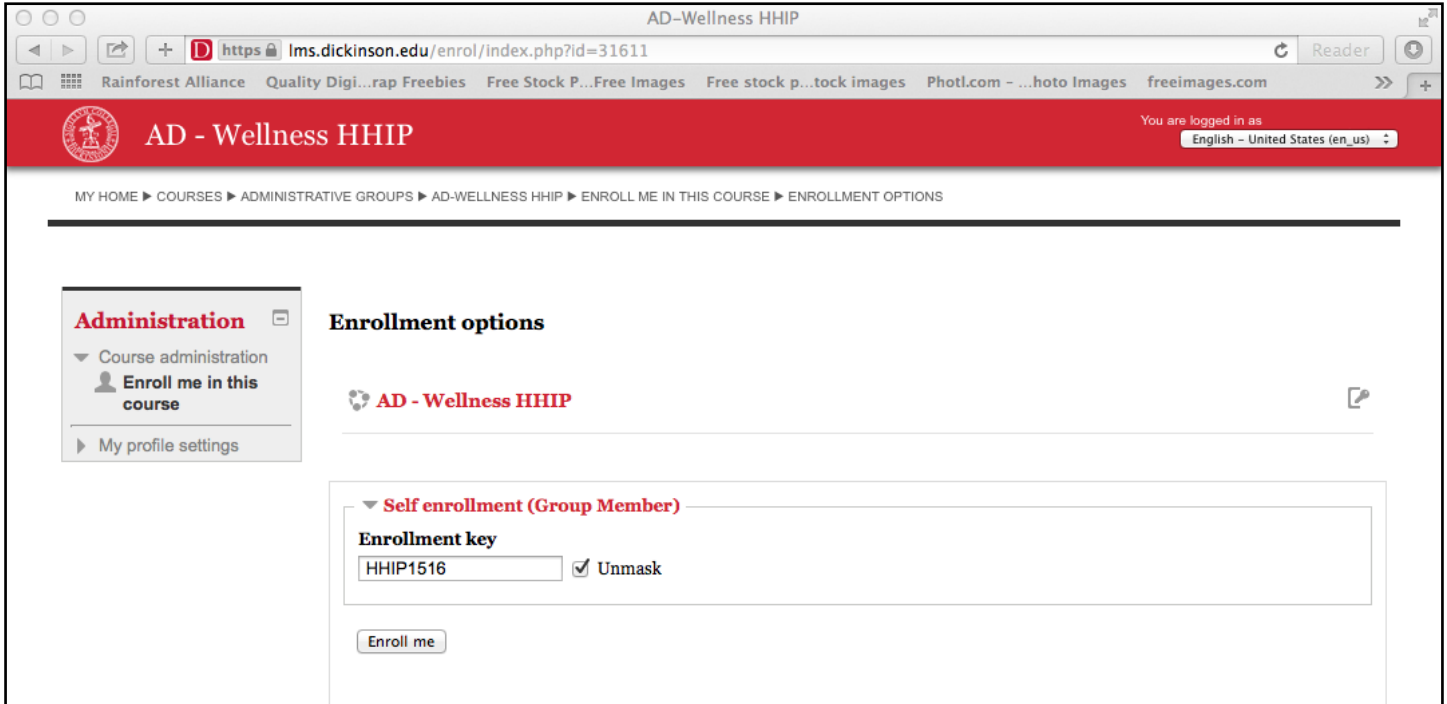
Supervisory Roundtable Conversation: Challenging Top Performers

Presented by Dennette Moul, Organizational Development & Training Specialist
Tuesday, February 2 | HUB side room 201 | 8–9:15 a.m.

In addition to classroom-based and online training, supervisors can learn as much, if not more, from their peers from other departments and divisions. This learning format invites all supervisors to participate in February’s breakfast discussion on writing goals for and challenging top performers. This discussion-based workshop also provides opportunities for supervisors to build valuable relationships with colleagues across campus.

Professional Development & Wellness Events

Now Available!



The screenshot shows a web browser window with the URL <https://lms.dickinson.edu/enrol/index.php?id=31611>. The page title is "AD - Wellness HHIP". The breadcrumb trail is: MY HOME > COURSES > ADMINISTRATIVE GROUPS > AD-WELLNESS HHIP > ENROLL ME IN THIS COURSE > ENROLLMENT OPTIONS. On the left, there is an "Administration" sidebar with options: "Course administration", "Enroll me in this course" (selected), and "My profile settings". The main content area is titled "Enrollment options" and shows "AD - Wellness HHIP". Under the "Self enrollment (Group Member)" section, there is an "Enrollment key" field containing "HHIP1516" and a checked "Unmask" checkbox. Below this is an "Enroll me" button.

2015-2016 HOLISTIC HEALTH INCENTIVE PROGRAM – MOODLE SELF-REGISTRATION COURSE

For all who have started to complete the first two steps of the Holistic Health Incentive Program (HHIP) for 2015-2016, and are wondering where to record their participation points—we are offering HHIP tracking online this year via Moodle. To access and self-register for the 2015-2015 HHIP, simply follow the steps below using your network username/password information:

1. Click on the HHIP Moodle site access link: <https://lms.dickinson.edu/course/view.php?id=31611>
2. When prompted, enter your network username and password
3. Enter the HHIP registration key: HHIP1516

Don't delay! The 2015-2016 incentive will soon be announced, so get started now by completing your biometric screening and health risk assessment. Details for this year's incentive are almost finalized, and we know that you will find the incentive reward program very exciting for 2015-2016! Explore the new online program format now to discover the new online program opportunities to complete activities in addition to the traditional programs offered on campus. **Start now to earn points toward your incentive reward today!**

Dickinson

Professional Development and Wellness
HUMAN RESOURCE SERVICES

PO BOX 1773 | CARLISLE, PA 17013-2896
717-254-8084 | devwell@dickinson.edu