

Vitality

Dickinson

Human Resource Services

May 2016

Volume X | Issue 9

Recognition Brunch 2016!

THURSDAY, MAY 26 | 9–11 A.M. | HUB SOCIAL HALL

Human Resource Services is pleased to announce the Recognition Brunch, an inclusive community event for Dickinson employees to come together and celebrate. This replaces the former Recognition Lunch and is open to all Dickinson faculty, staff and administrators. During the spring and fall semesters, we collaborated with numerous groups on campus, including the President's Support Staff Forum, the President's Administrative Forum, smaller focus groups and the event planning committee, to reformat our recognition events so that they truly serve as a celebration of all the incredible and important work of the entire Dickinson community. Mark your calendars now for Thursday, May 26!

Join us for a special gathering to recognize the achievements of all employees and to express appreciation to those who have completed five or more years of service as of June 30, 2016.

Honoree invitations will be coming soon to those celebrating a five-year increment anniversary. Please let us know whether or not you will be able to attend the brunch by registering online in CLIQ via the [Gateway](#), sending an email to hrrservices@dickinson.edu or by calling Human Resource Services at ext. 1503 before May 19.

We hope you will be able to attend this end-of-semester celebration to recognize our collective accomplishments.

COLLEGE COMMUNITY UPCOMING EVENTS REMINDER

Dickinson's [announcements](#) and [events](#) webpages are great ways to stay on top of the college's many programs and events. Please remember to check these listings and take advantage of opportunities to enrich your professional development and wellbeing throughout the year!

Open Enrollment

The annual open enrollment period will be held from Monday, May 2 through Wednesday, June 1. The enrollment will be conducted online via Self-Service Banner. Dickinson's EMPLOYER retirement contribution for eligible employees will increase from 7% to 8% on July 1. Employees MUST allocate the additional percent to either TIAA or Fidelity during open enrollment. Flexible Spending Accounts for medical and/or dependent care reimbursement MUST be re-established each fiscal year. Funds from the current fiscal year need to be used by Thursday, September 15, 2016.

OPEN ENROLLMENT INFORMATION SESSIONS

Human Resource Services is partnering with a few of our insurance representatives to offer a series of information sessions. The sessions will focus on the PPO medical plan benefit updates effective July 1, 2016 with Aetna. Additional information will be provided by Aflac, a supplemental insurance that pays benefits in the event of a covered accident or illness.

Topics will include:

- Transition to Aetna: How does that affect members?
- Summary of benefits
- Aetna Healthy Actions Program (VBID alternative)
- Tips on being a mindful healthcare consumer
- Premiums
- CRX (international mail order brand name drug option)
- Health Advocate
- United Concordia's Smile for Health Wellness

Please join us for one of the following information sessions:

MONDAY, MAY 9

Althouse 106

9:30–10:30 a.m. or 11:30 a.m.–12:30 p.m.

WEDNESDAY, MAY 11

Althouse 106

2:30–3:30 p.m. or 5–6 p.m.

Registration for these session options is open and available in [CLIQ](#).

Retirement 1:1 Counseling Sessions

TIAA-CREF INDIVIDUAL COUNSELING SESSIONS

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

WEDNESDAY, MAY 11 HUB side room 203

TUESDAY, JUNE 14 HUB side room 201

To schedule a personal meeting with TIAA-CREF, please visit www.tiaa.org/public/support/contact-us/consultations-seminars 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 May, June and July on:

THURSDAY, MAY 5 HUB side room 203

THURSDAY, JUNE 2 HUB side room 201

THURSDAY, JULY 28 HUB side room 205

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

Alex Bazink, *Athletics*

Tory Dopson, *Dining Services*

Kayla Maldonado, *Dining Services*

Seth Marshall, *Facilities Management*

Angela Wilson, *Facilities Management*

2016 Benefits and Wellness Fair

The annual Benefits and Wellness Fair was held on Tuesday, April 19. Approximately 200 employees and family members attended this year's event. The Fair provided a chance to gather important information from over 40 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 hrservices@dickinson.edu.

College Farm

With spring in the air, many of us are at work in the backyard clearing away winter debris to make room for new plantings. Admittedly, our backyard is in dire need of attention and we will soon find ourselves clearing away fallen branches, leaf litter and other vegetative matter so that our perennial flowers can emerge from their winter slumber. Like many of you, we end our backyard sessions with lots of vegetative matter and brush trimmings. Luckily, we live on the College Farm and can easily haul our materials to the compost pile where it becomes part of an intricate ecosystem that turns food waste, yard waste and even woodchips into black gold, otherwise known as compost.

It is pretty amazing when you think about the hustle and bustle underway in a compost pile. Bacteria, fungi, yeasts plus macro and microorganisms are at work eating, reproducing, respiring and expiring—actions that create enough heat to break down even the toughest of materials. By generating heat, to the tune of up to 160 degree Fahrenheit organic materials break down in such a way that they are no longer identified from their original forms. Once the compost community has eaten its fill, the pile cools off leaving finished compost for use in gardens or in our case, production fields.

I share this with you to convey how easy it is to compost. Instead of throwing away food scraps, yard clippings and plant debris composting allows you to recycle it. To make things even easier, the College Farm encourages Dickinson employees to consider donating leaves, small yard clippings, even grass clippings. Employees interested in learning more are encouraged to contact the farm directly for more details at farm@dickinson.edu. However, if you are the kind of person to take matters into your own hands, consider starting your own pile! I can't underscore how easy it is!

QUICK REFERENCES ON THE TOPIC INCLUDE:

- <http://compostguide.com>
- www.gardeners.com/how-to/all-about-composting/5061.html
- www.youtube.com/watch?v=AJuiNtXXB58

HEALTHY RECIPE: TUNA-PASTA CASSEROLE

SERVES: 4 | COOK TIME: 25-30 min

INGREDIENTS:

- 4 oz. dried, whole-wheat rotini pasta (about 1 1/2 cups)
- non-stick cooking spray
- 16 oz. frozen bag mixed vegetables, such as a carrot, broccoli, and cauliflower blend, thawed
- 11 oz. canned, low-sodium chunk light tuna, packed in water, flaked, drained
- 10.75 oz. canned, low-fat, low-sodium, condensed cream of chicken soup, lowest sodium available
- 1/2 cup chopped, bottled, roasted red bell peppers, rinsed before chopping
- 1/2 cup fat-free half-and-half
- 1 tsp. all-purpose, salt-free seasoning blend
- 3/4 cup crushed, low-sodium, whole-grain crackers (about 34 squares) (about 1/4-inch pieces)
- 1/4 cup shredded or grated Parmesan cheese

METHOD:

1. Prepare the pasta using the package directions, omitting the salt and oil. Drain well in a colander. Transfer to a large bowl.
2. Meanwhile, preheat the oven to 350°F. Lightly spray a 2-quart glass casserole dish with cooking spray.
3. Stir the mixed vegetables, tuna (water drained), soup, roasted peppers, half-and-half, and seasoning blend into the pasta until combined. Transfer to the casserole dish. Sprinkle with the crackers and Parmesan cheese.
4. Bake, uncovered, for 25 to 30 minutes, or until the casserole is warmed through and the topping is golden brown.

Nutritional Information Per Serving

Calories Per Serving	400
Total Fat	7.0 g
Saturated Fat	2.5 g
Trans Fat	0 g
Polyunsaturated Fat	2.0 g
Monounsaturated Fat	2.0 g
Cholesterol	30 mg
Sodium	537 mg
Carbohydrates	52 g
Fiber	8 g
Sugars	7 g
Protein	32 g

Sources:

Wellness Works | Carlisle Regional Medical Center
www.heart.org/HEARTORG/GettingHealthy/NutritionCenter/Recipes/Modern-Tuna-Pasta-Casserole_UCM_465879_RecipeDetail.jsp

Professional Development & Wellness Events



Evaluations should be completed during the months of January, February and March, with all reviews due no later than April 1, 2016. Employees who had an introductory performance appraisal within the past three months will not be asked to complete another appraisal until this time next year. Please feel free to contact [Dennette Moul](#) or [Denise Eichelberger](#) in Human Resource Services with any questions or concerns.

Preparing for a Role in Supervision

Presented by Dennette Moul, Organizational Development & Training Specialist

Module #4 Coaching for Performance

Tuesday, May 17 | Stern Center, room 102 | 9–11 a.m.

This interactive series is for employees looking to prepare for a future in management. The series will cover fundamental skills that all individuals need to know before making that leap into management.

This is the third of four modules. This hands-on, instructional workshop session focuses on relevant supervisory techniques.

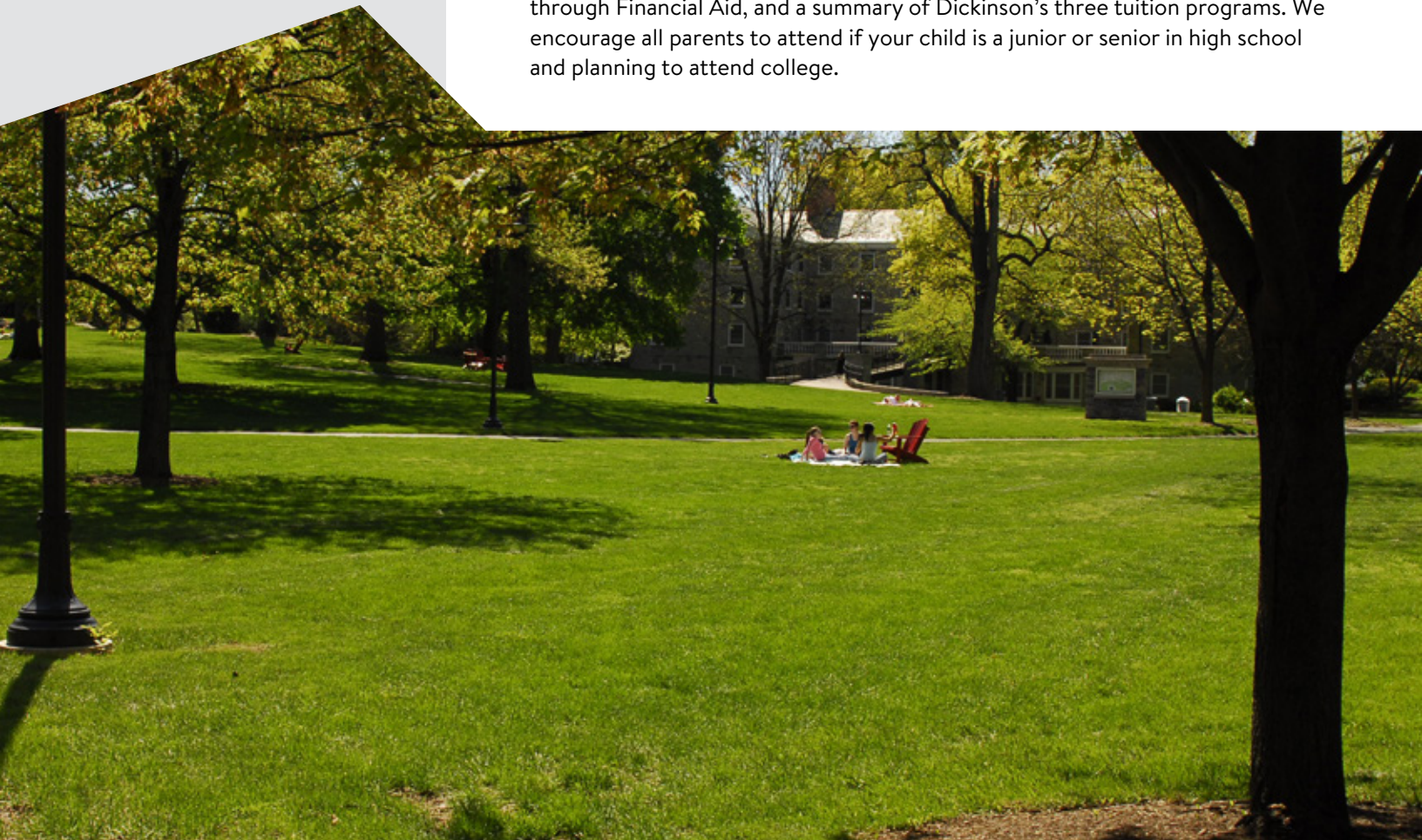
College Preparation for Parents

PART I: May 10–High School Counseling and Admissions

PART II: May 17–Financial Aid and Tuition Benefits

HUB Side Rooms, 201-202 | noon–1:30 p.m.

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.



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, OR CALL EXT. 1503.



Protecting Our Community

Presented by Dana Scaduto, General Counsel & Human Resource Services

Thursday, May 19 | Althouse 106

NON-SUPERVISORY SESSION: 9:30–10:30 a.m.
FACULTY, ADMINISTRATIVE AND SUPERVISORY SESSION: 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 module—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.

Green Dot—What is it?

Presented by Becky Hammell & Jeanette Diamond

Wednesday, May 11

HUB Social Hall West | 11 a.m.–noon.

Green Dot is a movement, a program, and an action. The aim of Green Dot is to prevent and reduce power-based personal violence at Dickinson by engaging students and staff as active bystanders who step in, speak up, and interrupt potential acts of violence. The Green Dot movement is about gaining a critical mass of students, staff and faculty who are willing to do their small part to actively and visibly reduce power-based personal violence at Dickinson. This overview session is offered to equip faculty and staff with knowledge about Green Dot so that they can infuse bystander engagement throughout their roles in our campus community. For more information, contact greendot@dickinson.edu or Kelly Wilt, Director of Prevention, Education and Advocacy, at wiltk@dickinson.edu.

Lyme Disease

Newly Rescheduled from the fall semester

Presented by Wellness Works

Carlisle Regional Medical Center

Friday, May 13

Stern Center, room 102 | noon–1 p.m.

Lyme Disease impacts lives in so many ways. A simple tick bite unnoticed may cause a variety of health issues if an infection takes hold. Plan to attend this information session to learn more about ways to prevent and protect against tick bites, symptoms of infection, and what to do if you have been bitten.

Free Blood Pressure Screenings

Provided by Susan Dworsak, Wellness Works | Carlisle Regional Medical Center

MONDAYS: May 16 & June 20

Mary Dickinson Room, HUB | noon–1 p.m.

NO REGISTRATION REQUIRED—Walk-ins welcome and expected!

Why Exercise is Medicine

Presented by Carlisle UMedGym

Thursday, May 26

Tome 115, Rector Science Complex | 7–8 p.m.

“SITTING IS THE NEW SMOKING”—this is stated more and more in the circles of the medical community discussions. Just 30 minutes of active exercising a day makes a world of difference in your fitness level and overall wellbeing. Attend this session to find out why!



PHYSICAL WELLNESS PROGRAM GIFT CARD WINNERS FOR MARCH AND APRIL

Congratulations to **Liz Zizzi**, *Spanish and Portuguese* and **Carol Adams**, *Children's Center* for being the \$25 Visa Gift Card winner for the months of March and April 2016, for their participation in exercise/fitness programs during the months of February and March! 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 email to devwell@dickinson.edu or call ext. 8084.

REGISTER NOW!

2015-2016 Holistic Health Incentive Program & Moodle HHIP Self-Registration Course

Spring has finally arrived, and with it beautiful flowers, fresh air and sunshine! Take advantage of the warmer weather to be more active, get outside and live a healthier lifestyle starting today. One way to increase your activity level is by participating in our **Holistic Health Incentive Program (HHIP) Healthy Rewards**. The HHIP is a simple pathway to wellbeing that includes the following steps:

- **Register for the HHIP in Moodle**
 - Click on access link: <https://lms.dickinson.edu/course/view.php?id=31611>
 - When prompted, enter your **network username and password**
 - Enter the HHIP registration key: **HHIP1516**
- **Complete a Biometric Screening** to learn your own biometrics
- **Complete the Health Risk Assessment** survey tool (FREE!) to learn your own health risks
- **Complete other wellbeing programs** as you desire, listed online in [CLIQ](#) and the [Professional Development & Wellness Catalog](#) of events.

THIS IS YOUR LAST CHANCE TO REGISTER for the Healthy Rewards Incentives offered this year! Remember to track your participation progress and points in the HHIP Moodle site, to qualify for the incentive rewards! The deadline for all programs to be completed and submitted online via the HHIP Moodle site is June 30, 2016. Send an email to devwell@dickinson.edu for more information about Wellness program opportunities or to request assistance.

Dickinson

Professional Development and Wellness
HUMAN RESOURCE SERVICES

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