FINANCE AND ADMINISTRATION
FACULTY REPORT – DECEMBER 6, 2016
BRONTÈ D. BURLEIGH-JONES – VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

AUXILIARY UPDATE

**Dining Services:** The annual Holiday Buffet will be served in the dining hall on December 7 and Union Station’s Holiday Buffet will be served on December 8, a Thursday, between 11 a.m. and 1:30 p.m.

**Bookstore/Central Services:** We have seen an increase in packages handled through the mail center, likely due to the upcoming holiday season. We are averaging roughly 300 trackable packages per day in package pick-up alone.

The bookstore is working with the Office of Engagement and Dickinson Fund to offer a 20 percent discount & free shipping to members of the Mermaid Society if a purchase is made via the Bookstore website. We have also mailed holiday shopping reminder postcards to all “Parents of” with the promotion of free shipping on orders over $50.00.

**Children’s Center:** The Children’s Center Annual Mini-Turkey Trot was held on Wednesday 11/16 at the Biddle Field track. The children prepared for their trot by participating in two weeks of activities such as Zumba, yoga, parachute play and many other fun activities. They also learned a new health tip every day! The class submitting the most addresses for the fundraiser won a Hawaiian party and the class that raises the most funds will be given a free Zumba class for the children and their family! So far the center has raised $5,000!

COLLEGE FARM

**Farm-Based Projects & Production:**

- The bulk of the fall produce has been harvested for the Dining Hall, the Campus Supported Agriculture program (CSA), and Project SHARE. Highlights include:
  - 7,700 pounds of carrots
  - 10,080 pounds of sweet potatoes
  - 2,130 pounds of salad mix
  - 14,393 pounds of slicing tomatoes

- Fall biogas production highlights include:
  - Since April the system has generated over 300 cubic meters of combustible biogas for use in College Farm stoves, reducing the need for carbon intense propane gas and electricity.
  - Virtually all of this gas was generated using ground food waste from the dining hall as the main feedstock.
  - The bio-gas production equated to approximately seven Therms of natural gas and resulted in emissions reduction of 0.3 MTCO2e.
The College Farm served as a site for NRCS and the Delaware Cooperative Extension to develop a new initiative called “As If You Were There: 360 Project.” The project highlights farm-based efforts to help mitigate the effects of global climate change through land management practices. The video footage taken of the College Farm will be made available online through both agencies starting in 2017.

Outreach and Programming:

- Campus Outreach Programming this fall included:
  - Four Edible Excursions (between five and 15 students per trip)
  - Four Cooking Classes with language departments (between five and 15 students in attendance)
  - One Movie night at farm (25 students in attendance)
  - Open House at Farm on Homecoming Weekend (350-400 students, parents and alumni in attendance)
  - Biogas Education at Tree House with Matt Steiman (20 students in attendance)
  - GATHER - the College Farm’s “Pop Up” Restaurant
    - Three sold-out GATHER events in the fall of FY17.
    - Increased our capacity from 50 to 60 dinner guests.
    - Faculty collaborators included Siobhan Phillips, Karen Kirkham with student theater majors and Carol Ann Johnston
    - GATHER dates for 2017 include February 18th and April 22nd.
    - For more information on this opportunity, please go to: https://dcfarmgather.wordpress.com/
  - Pizza on the Plaza: POP
    - Monthly POP events continue to support campus-wide programming initiatives.
    - The final POP of the semester will take place at the Trout Gallery on Friday, December 2nd from 4p.m. to 7p.m. and will include a “Mash Up” discussion.
    - The farm looks forward to collaborating with the Faculty Club on ‘Pizza Night’ in April, 2017.

- Classes and campus groups:
  - APO hosted its fall retreat at the College Farm with upwards of 50 students in attendance.
  - This Fall the Farm’s Sustainable Earth Education (SEED) series ran four classes each with 15-20 participants.
  - On November 8th the College Farm hosted students from the Dauphin County Technical School Culinary Arts Program for an interactive tour.
COMPLIANCE & ENTERPRISE RISK MANAGEMENT

Enterprise Risk Management: With the assistance of the college’s insurance broker, RCM&D, a risk perception survey has been initiated to help us to identify risks, mitigation steps already in place, and areas for opportunity. While there is an existing risk register, this survey will help us to streamline our risk categories and aid in the maintenance of identifying emerging risks. A rough draft of the report is expected in early January and will be presented to the Board of Trustees in February.

ENVIRONMENTAL HEALTH AND SAFETY

Inspections and Safety audits: The safety & emergency management specialist completed safety audits of seven buildings on campus and also conducted weekly emergency eyewash testing, and monthly AED testing. Additionally, ergonomic assessments were conducted for three employees.

Planning: A fire watch policy is currently being developed in conjunction with DPS, Facilities, and Student Life to help guide our response to planned and emergency outages of the fire alarm and fire suppression systems on campus.

Training: In October, a training on asbestos and lead-based paint awareness was delivered to 47 housekeeping and trades staff and hazard communication and blood-borne pathogen training was delivered to 42 dining services staff. A safety training day is being planned for January 4th to cover these topics and many others in the hopes that all employees from Facilities, Dining, and other departments who are not currently up to date in compliance training will be able to attend in-person sessions during a relatively quiet time on campus. More details of this training day will be shared with the applicable departments over the next month.

Fire safety and protection: Fire drills of all Dickinson administrative, academic, and community spaces were conducted between Fall Pause and Thanksgiving Break. After the completion of each fire drill, the safety and emergency management specialist reviewed the drills for areas of opportunity and commendation and communicated findings with academic department coordinators and department chairs. Areas of opportunity have been identified in how shelter-in-place locations are identified and communicated when a building is not ADA compliant. This department will work with Human Resources, the Office of Disability Services, and concerned parties to identify the best possible solutions available at this time.

Chemical inventory project: The majority of departments with chemical inventories have submitted their inventories. We are now currently working on compiling this information in Quartzy and over the next few months will be working with departments to offer training on use of the system.
Winter Break Curtailment: During the extended period of low occupancy on campus, the department will lower building temperatures to reduce unnecessary energy consumption with the objective of saving money and reducing greenhouse gas emissions. The curtailment period for most administrative and academic buildings will run from December 20 through January 3. For student residences, the period will run from December 19 through January 13. Please note that we are aware of the special programmatic temperature needs of certain departments and spaces and more information and communication regarding these spaces will occur prior to the break.

Snow Removal – Parking Lots: As the likelihood of a snow or ice event increases, please keep the following in mind:

- While school is in session, if snow is predicted during overnight hours, please remove your vehicle from campus parking lots. During snow events, announcements will be sent out via e-mail regarding specific lot closings as applicable.
- Depending on the severity of the storm, facilities management staff arrive at very early hours to start clearing parking lots and pathways. If you arrive on campus and the lot in which you normally park is not yet cleared, please find alternate parking to allow our machinery to move freely.
- When the campus opens late due to snow, please adhere to the opening time and do not arrive early. Doing so prevents parking lots from being completely cleared.
- For those people who will be leaving their vehicle on campus during the winter break period, please plan to park your vehicle at the Dickinson Park lot. If it is left in any other lot, it may be subject to towing. An e-mail announcement regarding this policy was already sent out, and another one will be forthcoming.

Winter Break Projects: Over the break period facilities management will be taking advantage of the space availability to complete a number of projects in campus buildings. A new HVAC system will be installed in the primary server room at South College. Also, an emergency project to install new showers and piping in Armstrong Hall will occur to address failing pipe, which has resulted in major leaks. Two houses on Louther street will also be renovated to accommodate ROTC offices as their current locations are scheduled to be demolished in the spring as part of the new residence hall project.

FINANCIAL UPDATE

Budget Office: The All-College Planning & Budget Committee approved funding for two projects from the Strategic Reinvestment pool. The first approval ($120K) was to cover the cost of the enhanced scope associated with the Mathers Theatre Dust Collection project. The additional scope added a means of introducing fresh “make up” air from the outside as part of the dust collection process. The second funding approval ($45K) was for a study to create additional music practice rooms in Weiss.

The FY18 budget cycle is underway. As a reminder, the Finance and Administration and Student Life divisions will be submitting their budgets through the Zero-Based Budgeting
process while the rest of the college will use the incremental process. Because resources are limited and there are many competing demands, budget officers will be asked to reallocate existing resources if possible to fund requests. If the reallocation of existing resources is not possible, then we are requesting that funding increases be requested only for needs and not for wants.

**Endowment:** As of October 31, 2016, Dickinson’s total endowment value stood at $419.5 million, with the value of the pooled endowment at $343.4 million. 10-year annualized returns on the pooled endowment amounted to 6.5 percent. This compares favorably to our passive benchmark (5.1 percent) and is within approximately one percent of our stated goal of spending-plus-inflation (7.6 percent) for the same 10-year period.

**Accounts Payable Holiday Schedule:** This year’s holiday closing schedule falls in the middle of the week, which means there will be no check runs during the weeks of December 19th, December 26th and January 2nd. Please be sure to submit all payment requests by noon on Tuesday, December 13th to help us ensure timely payments are made to vendors before year-end.

---

**HUMAN RESOURCE SERVICES**

**New Year Social—Save the Date!**: Saturday, January 14 | Holland Union Building, Social Hall & Dining Hall | 7 -11 p.m. Details to be announced soon for this annual evening of celebration!

**Employee Compensation Statement:** The annual employee compensation statements for 2016 will be available via the Gateway in November. Employees without access will receive a paper copy, mailed to their home address. The statement summarizes both the salary and benefits you receive as an employee of Dickinson College. This summary serves as an information tool to assist you in making important decisions for you and your family. Please read the information carefully. If you have any concerns about the statement or questions related to a specific benefit, please contact us at hrservices@dickinson.edu.

**Retirement Accounts Beneficiary Designation & Updates:** If you’re like many retirement plan participants, you probably selected a beneficiary for your accounts when you started your job and never thought about it since. Keeping your beneficiary information current is one of the most important—and one of the most commonly overlooked—aspects of managing your retirement benefits. If you have not yet designated a beneficiary for your Dickinson College Defined Contribution Retirement Plan, please do so now. It’s important to name beneficiaries for your workplace savings plan. In the event of your death, benefits would be paid according to plan rules, which might be different from the designation you would choose. Please take a few moments to name your beneficiaries to ensure that your vested account balance will be distributed according to your wishes. Detailed instructions are included on page 3 of Vitality.

**Faculty & Staff Talent Show**: Saturday, April 8 – Save the Date!
Can you sing or dance? Are you a comedian? Is there a weird talent you want to share with the community? In the spring semester, MOB will be hosting Dickinson's first Faculty and Staff Talent Show. If you have a special talent that you would like to share with the Dickinson
community, please apply (click “apply”) to be a part of the show! The show will take place on Saturday, April 8 with a dress rehearsal the night before. A short application to participate will be available in early February, but MOB wanted to get the word out now so everyone can start planning their acts. MOB looks forward to hearing from you and seeing all of your talents! If you have any questions please email mob@dickinson.edu.

HEALTHY REWARDS INCENTIVES & SWAY!: New for this year, we are moving the online HHIP Healthy Rewards portal and tracking to SWAY in Office 365. In light of last year’s online tracking experience and feedback, we have simplified the Holistic Health Incentive Program tracking by designing a more user-friendly portal in SWAY within the Office 365 online portal. All Dickinson employees have access to Office 365, and can sign in by clicking the link at the bottom of any Dickinson webpage using your network username and password. Once you are in Office 365, simply click the following link to access this year’s incentive program: https://sway.com/5eSg11uWdcdb7daT. Employees can review the program outline and complete the online form at the bottom of the SWAY Healthy Rewards portal page. The incentive form is embedded into the page—so this is a one-stop process and does not require multiple page access! For questions or assistance with this new process, simply send an email to devwell@dickinson.edu or call ext. 8084.

SUSTAINABILITY AND FACILITIES PLANNING UPDATE

College Breaks and Sustainability: The college breaks provide an excellent opportunity to reduce energy consumption on campus – and carbon emissions! When you’re away from campus, please help the college mitigate carbon emissions by turning off lights, computers, computer screens and electrical appliances and gadgets. Over the Winter Break, consider emptying and unplugging your office or department refrigerator. Also, to reduce unnecessary energy consumption associated with heating, please make sure your windows are closed tightly. Thank you for your cooperation with these important sustainability objectives.

Solar Project: In November, the project to install a 3MW solar array on college property to the west of Dickinson Park received approval from the Borough of Carlisle Planning Commission. In December, the project will be presented for approval by Carlisle’s Borough Council. The project is simultaneously seeking approval from our local electricity provider, Pennsylvania Power and Light (PPL). The solar array, which will be owned and maintained by SolarCity, is expected to generate over 25 percent of the college’s electricity consumption, and will eradicate approximately 2,500 MTCO2e (over 50 percent of our carbon neutrality mitigation target for 2020). The project schedule calls for installation in the summer and fall of 2017 and completion by January of 2018.

LED Outdoor Lighting Project: Over the Winter Break a large portion of the college’s outdoor lamppost fixtures will be upgraded to LED. This Climate Action Plan project, which will be paid for partially by rebates, grants and the Green Revolving Loan Fund, has a 2-year payback and is expected to reduce carbon emissions by over 100 MTCO2e, annually.

College Farm Sewer Project Update: In April of 2015, the College Farm’s on-lot sanitary sewer system failed. Rather than replace the system in kind, the college decided to use the failure as an opportunity to connect to South Middleton Township’s forced sewage line on Park
Drive, to reduce construction costs and avoid challenges associated with the introduction of a septic field adjacent to organic vegetable fields and sustainably raised livestock.

In November, we received permission from South Middleton Township to connect to the forced sewer main. We are now in the process of engineering the system which will be installed in the spring of 2017. During communications regarding the project, the Township also agreed to install a regional recreation trail along the north and east boundaries of our property. This is an extremely exciting advancement, since this trail section is an important link towards connecting the college and Carlisle to Boiling Springs and the Appalachian Trail, via off-road trail systems.