

Vitality

Dickinson

Human Resource Services
March 2017
Volume XI | Issue 7

2017 Spring Into Fitness Challenge

Spring is just around the corner, and warmer weather will be here soon. Get ready to break out of the winter doldrums and enjoy the great outdoors! Plan to put on your walking shoes and enjoy the fresh, warmer air outside after spring break during the 2017 Spring Into Fitness Challenge. Beginning on Sunday, March 19 and continuing through Saturday, April 29—Dickinson College faculty and staff, as a community, will be in a campus exercise/walking challenge with students, staff and faculty! Challenge winners will be determined by two criteria—the greatest percentage of cumulative participation, and also the highest average number of minutes per participant! This will be our fifth year of the Challenge participation, but our very first campus-wide Challenge for the entire Dickinson community!

Many *Dickinsonians* have already registered and joined the 2017 Challenge! Don't miss out on the fun, fitness and fresh air. Form your own mini-team of three to six participants either from within your department/division or from any others on campus. When registering (or before), please remember to submit your mini-team name to be included in this new part of the Challenge. There will be opportunities built into this year's program for some healthy competition between mini-teams!

ONLINE REGISTRATION for the Challenge has been extended through **FRIDAY, MARCH 10**. Please visit the link below during this open registration period to be included in the 2017 Challenge:

<https://orgsync.com/143139/forms/242093>

SAVE THE DATE! Annual Benefits & Wellness Fair
Tuesday, April 11 | HUB Social Hall | 10:30 a.m.–2:30 p.m.

The annual Benefits & Wellness Fair event provides an opportunity for employees of the college to meet with many new and returning benefits vendors and wellness program providers as well as some local community participants. Free health screenings are offered in addition to a wealth of information about our benefits, health and wellness programs. Please plan to stop by to learn more about your benefits and wellness options available to the college community. Many prizes and giveaways are also part of this annual event!

Retirement Program Information & Events

RETIREMENT PLANNING SESSIONS

TIAA-CREF Individual Counseling Sessions

A TIAA-CREF representative will be on-campus during the spring semester on:

TUESDAY, MARCH 21	HUB side room 202
THURSDAY, APRIL 20	HUB side room 201
WEDNESDAY, MAY 10	HUB side room 201
THURSDAY, JUNE 22	HUB side room 201

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 spring semester on:

THURSDAY, MARCH 16	HUB side room 205
THURSDAY, APRIL 20	HUB side room 205
WEDNESDAY, MAY 17	HUB side room 205
THURSDAY, JUNE 8	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.

Affordable Care Act

You and/or your family members will be receiving some additional tax forms this year in connection with your 2016 taxes. Some of these forms may be relevant for you to complete your tax filing to prove you and your family had health coverage and avoid having to pay the individual mandate penalty that is part of healthcare reform, or the Affordable Care Act (ACA). Dickinson mailed 1095-C forms to impacted employees on February 18, ahead of the IRS deadline of March 2, 2017.

New Hires & Retirements

FEBRUARY

Mary Armolt, *Dining Services*

Laura Eales, *Dining Services*

Jasmine Handshew, *Dining Services*

Baylie Kline, *Dining Services*

Gladys Telford, *Public Safety*

Jazmin Wallace, *Dining Services*

We extend a fond farewell to Jolene Peck, Facilities Management, who retires from Dickinson after over 36 years of service on March 31.

FIDELITY INVESTMENTS

Notifications were recently sent to Fidelity participants with the subject line “Changes to the Dickinson College Defined Contribution Retirement Plan.” This notification informs participants about an increase to loan and hardship withdrawal fees effective March 31, 2017. They were scheduled to be sent after notification the campus community.

Retirement Accounts Beneficiary Designation & Updates

An important part of your plan for the future might be missing...

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.

Why is it important to designate a beneficiary?

Not having up-to-date beneficiaries could mean your money is not distributed according to your wishes. The beneficiaries you name for your Retirement Plan accounts have significant legal standing, as the names provided to TIAA take precedent over any direction in your will. Important note: if you are married, your spouse is entitled to at least 50% of your balance unless a spousal waiver is completed and notarized. Because you may have balances in multiple accounts with the Dickinson College Retirement Plan, you will need to update beneficiaries for each of these accounts.

Avoid complications and expense

If you do not designate a beneficiary, your account automatically defaults to your estate*, which means assets could be subject to probate, where they could be claimed by competing interests. Missing beneficiary information can create significant delays and may result in higher taxes, administrative expenses and executor or attorney fees for those whom you intend to receive your retirement account assets.

You may want to review your beneficiaries periodically to ensure that your designations are up-to-date. If you do not designate a beneficiary, if married, your beneficiary designation defaults to 50% to your spouse and 50% to your estate. Refer to the Summary Plan Description (SPD), which can be obtained from the Plan Administrator, for more details. Help us ensure your beneficiary information is updated by taking action today!

** Most retirement and tax-deferred annuity plans (except for government plans) are subject to joint and survivor requirements ensuring that at least 50% of the value of a married participant's account goes to the spouse unless a waiver has been signed. These joint and survivor requirements supersede any contract beneficiary designations.*

TIAA

You can update your TIAA beneficiary designation easily, online or by mail.

Online

- Log into your account at TIAA.org/Dickinson
- Under My Account, select **CHANGE BENEFICIARIES** from the Profile section.
- From there, you can designate beneficiaries, and select how much each should receive.

Paper Form

If you prefer, you can complete a paper form and return it by mail. To download a form, visit TIAA.org/beneficiary. To have a form mailed to you, call us at 800-842-2252. For your protection, we cannot change your beneficiary over the phone.

FIDELITY

To download the Fidelity beneficiary designation form:

1. Log on to Fidelity Netbenefits® at www.fidelity.com/atwork.
2. Click on "Quick Links" and from the drop down select "Plan Information and Documents."
3. Under "Plan Details", click "**403B BENEFICIARY FORM**" to open the file.
4. View and print the beneficiary designation form.
5. Complete the form (plan #56444) and mail it back to the address on the form.

If you do not have Internet access, you may call Fidelity Investments at 1-800-343-0860, Monday through Friday, from 8:30–8 p.m. Eastern time to request that a beneficiary designation form to be mailed to you. Return your completed form to the address on the form. You should allow approximately two weeks for your beneficiary designations to be processed.

Please be sure to review your choices regularly and update them after certain life events, such as a marriage, divorce, birth of a child, or a death in the family.

PERFORMANCE APPRAISAL PROCESS



Human Resource Services is pleased to share that the college will be utilizing our new learning management platform, Totara, to complete this year's review process.

The overall performance forms are unchanged; however, the process is designed to allow a more positive user experience. Human Resource Services and LIS have worked to import the current goals from Review Snap into Totara. Previous performance evaluations are available upon request from Human Resource Services.

Evaluations will be completed during the months of January, February, and March with all reviews being due no later than **April 1, 2017**.

The implementation of Totara will be completed in phases as the software provides a functionally rich learning management platform that will enable the college to offer both Dickinson authored and third party on-line learning, program/event registration, annual performance reviews, job specific learning plans, and employee transcripts. Totara will be the one stop for registering for all employee staff development and wellness programming.

WINTER/SPRING 2017

- **Phase I:** implementation of the performance review process

SUMMER/FALL 2017

- **Phase II:** implementation of program/event registration, Dickinson authored on-line learning, and employee transcripts

WINTER 2017/SPRING 2018

- **Phase III:** job specific learning plans and exploration of third party on-line learning

Human Resource Services will be holding training sessions to familiarize employees with the learning management platform and provide assistance in the utilization of Totara for our on-line performance management process. Session dates, locations and times will be announced shortly with registration available through CLIQ. Human Resource Services is also working to make an on-line learning module available through Totara as well as posting reference materials on the Gateway. Please feel free to contact Dennette Moul or Denise Houser in Human Resource Services with any questions or concerns at 717-245-1503 or hrrservices@dickinson.edu.



Down on the Farm

This month, the College Farm wishes to share excerpts from an essay written by Farm Manager, **Matt Steiman**. The essay, entitled *Eating Red Meat* is dedicated to **Dr. Tim Wahls**, who recently passed away. Tim was a colleague and friend of the farm.

RED WAS MY FIRST COW FRIEND. A few years before Red we kept two cows for a farmer across town and on the very first day they jumped our fence and walked a half mile to our neighbor's dairy farm... it took us most of the day to get them back. Therefore, as relative novices to the beef cattle game, we were wary and somewhat afraid of the 1000-pound beasts that did not seem to want much to do with us.

By 2012, we had purchased more cows and were learning the tradecraft of rotational grazing, using portable fences to divide our large pasture fields into small paddocks, moving the cattle around in an orderly progression that gave them small patches of fresh, lush grass daily while allowing the remaining sections to recover and regrow.

Yet despite this regular daily attention, the cows remained as wary of us as we were of them. Moving them from short grass to tall grass was easy, because they were motivated by their desire to eat, but I dreaded the day we would ever need to convince them to do something they did not want to do.

Among our ten cows, nine were black and one was red, so we called him "Red". Red was red like a red haired kid, with a fair complexion... white face, pink nose, white ears with a few orange spots. Red also stood out because he was friendly. At first, just less afraid than the rest but over time Red got to be downright tame. He began to linger around people when his siblings ran away and over time he would sometimes seek us out. We appreciated having an ally in the cowherd for the sheer practicality, but more than that, it was just fun to have a cow that we liked to visit.

As the cattle's second autumn arrived and the animals grew to maturity, all of this relationship building put us in a moral quandary. In a beef herd, males are generally raised for meat. Red was a male so his destiny on our farm was more or less predetermined. Our vision, to raise grass fed beef on the College Farm that we could feed to the students who helped raise it, was coming to fruition. After two years of daily chores, that beef payback was coming. However, now that beef had a face, and even harder it had a name.

With regard to environmental and food justice impacts, I prefer to think of pasture-raised meat from local farms as what author Simon Fairlie calls "a benign extravagance", something to be savored in moderation, without moral guilt. I can summarize that at the Dickinson Farm, we converted eroding hillside cropland into permanent pasture that if managed properly will sequester carbon in the soil and help reduce our farm's carbon footprint. We could not responsibly grow vegetables on that land, but our cows and sheep can convert grass to meat, fertilize our farm with their manure, and give us meaningful company. Now that I understand them better, I value that company and I see that many of our students value it as well. A beautiful harmony can emerge through this relationship if approached with respect, patience, study and diligence.

After Red, our friendly steer was gone, and Red the meat was packaged and frozen we resumed our work at the farm. We wiped our eyes and discussed our feelings openly. I was comforted by the agreement of the four young apprentices, whose moral opinions I valued, that what we did was difficult, but it was OK. Meat comes from cows and after getting to know some beautiful animals, we had seen the last step in the process. One of those interns, Megan Moody, went to become a skilled butcher in her own right at Essex Farm in upstate NY.

At a liberal arts college, we learn and practice academic disciplines, and we confront challenging issues, come of age, and grow up. Losing a friend or loved one, being sad about it, and moving on is a part of growing up. Life goes on. If you visit the farm, I invite you to come spend time with the cattle. Red's sisters are still there, and with their many offspring and their daughter's offspring, the herd has grown to twenty-two fine animals. And they are still good company.

Grief's Journey

With spring approaching, it may seem an odd time to read about loss and grief. Yet those who have experienced the death of a loved one understand that this seasonal reminder of new life can bring poignant and even painful reminders of their losses.

Unfortunately, our culture seems to promote a “get over it” attitude; the bereaved are told to be brave, or even that they are young and can have another child. Employers may allow THREE days off of work. Outward displays of grief are pathologized. In fact, the death of a loved one is not something we “get over”; it is something we learn how to live with, a readjustment to a world in which our loved one is missing. Grieving is necessary: we all have or will experience loss, and must find the path to wholeness. Normal reactions to a significant loss include: painful sadness; anger, even at the deceased; guilt, especially felt by parents, since a child’s death can feel like a failure; fear, such as a fear of being alone, or a fear of “going crazy”; a sense of unreality, thinking you see or hear the deceased; and physical symptoms such as loss of appetite, disrupted sleep, and headaches.

Most are familiar with Elisabeth Kubler-Ross’s stages of grief—Denial, Anger, Bargaining, Depression and Acceptance. She formulated these stages as descriptive of the dying, but many have applied them to the bereaved as well. Further studies show that if a bereaved individual did experience these stages, it was rarely in a step-by-step fashion. In addition, this stage model seems to suggest passivity, steps to be endured. More recent models of the grief experience are based on “tasks” or “grief work”, suggesting action and empowerment. In *Grief Counseling and Grief Therapy*, J.W. Worden describes four tasks of mourning:

1. **ACCEPT THE REALITY OF THE LOSS:** participate in the funeral or memorial service; tell and re-tell the story of what happened; use the word “death” rather than euphemisms; ask questions of the doctors and nurses if appropriate.
2. **EXPERIENCE THE PAIN OF GRIEF:** recognize and talk about your feelings; give yourself permission to be angry; journal; write a letter to the deceased; avoid self-medicating with drugs and alcohol.
3. **ADJUST TO AN ENVIRONMENT FROM WHICH THE DECEASED IS MISSING:** restructure roles and relationships; reassess finances; decide what to do with the deceased’s belongings; anticipate upcoming events such as anniversaries, the deceased’s birthday, holidays, and prepare yourself.

4. **LET GO EMOTIONALLY AND REINVEST IN THE FUTURE:** you will never forget your loved one, but you can alter your relationship with him to make room to embrace life. Be open to possibilities; remember that moving forward is not being disloyal to the deceased. Find meaningful ways to memorialize your loved one, perhaps creating a memory book, lighting a candle on his birthday, or creating a ritual or tradition that fits for you and your family.

There are notable differences in the way of males and females grieve. Do not think that one way is healthier than the other. The differences in styles are worth recognizing and understanding. Men are more likely to be reserved in the direct expression of feeling (the exception is anger regarding the loss) and instead deal with loss through goal-directed, problem-solving activities. It is not necessarily helpful to push a man to talk about his feelings. Men can benefit from companionship whether or not their companions discuss the loss. Men may seek solitude to “think through” how to make sense of their loss. Bereaved women tend to be more direct in expressing painful feelings, seeking understanding and support, perhaps joining a support group. They may limit activities in order to have time to be with and express their feelings, with others to perhaps through journaling. In marriage, these differences in grieving styles can be misinterpreted, leading to serious misunderstandings. This helps account for the fact that 75% of bereaved parents face serious marital problems after the death of a child.

Above, I have listed normal grief reactions and the majority of us will navigate these with the support of loved ones. When is it appropriate to seek professional help? Complicated bereavement is a matter of degree. If the intensity and duration of the grief reaction interfere with daily functioning, if the feelings of hopelessness are overwhelming and more than transient, then it is time to seek counseling. A counselor will first assess for depression and take into account the individual’s typical coping strategies and current support system. Therapy can assist the bereaved to recognize and manage feelings such as anger and guilt, learn new ways of coping, redefine roles as necessary, recognize “old grief” triggered by the more recent loss, recreate meaning, and invest in life.

Lori Hogg, MS, is a licensed Psychologist with Franco Psychological Associates, PC. This article was published on Franco Psychological Associates website on February 21, 2014 and was reproduced with permission.

Professional Development & Wellness Events

Weight Watchers Spring Semester Meetings

Meeting Leader: Billie Rae Lerew

Spring Semester 12-week session extended:

WEDNESDAYS: March 8–May 24

HUB side rooms 201-202 | Noon–1 p.m.

Thinking of getting into shape for the summer? If you are signing up for the 2017 Spring Into Fitness Challenge to increase your exercise minutes... Why not also consider joining the on-campus sessions of Weight Watchers?! Weight Watchers 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 regular meetings during the 12-week spring program provide the support, inspiration and tools needed to succeed in your journey to health and wellness. Registration for the extended spring 12-week program is available through the CLIQ in the Gateway.

Water Aerobics

Instructor: Miriam McMechen

MONDAYS: March 20–May 8

Kline Center Pool | 5–6 p.m.

Water aerobic exercise burns calories, tone muscles and refreshes with a dip in the pool! Enjoy a great low-impact, aerobic workout to music in a fun, judgement-free, stress-free environment. Great for all levels of fitness!

***NOTE:** No Water Aerobics session on Monday, April 3.

Free Blood Pressure Screenings

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

SPRING SESSION DATES, MONDAYS:

March 20, April 24, May 15, June 19

Mary Dickinson Room, HUB | Noon-1 p.m.

No registration required. Walk-ins welcome and expected!

Spring Semester Fitness Programs

resume the week of March 20-24 as we kick off the 2017 Spring Into Fitness Challenge! Visit [CLIQ](#) and the [Intramurals & Recreation Group Fitness webpage](#) for details of all programs offered to the campus community.

- **MONDAYS:** Pilates, Water Aerobics, Cardio Tone & Stretch, Sit Fit, Zumba, Body Blast
- **TUESDAYS:** Mid-Day Meditation, Sports Yoga, Pilates, Farm Yoga *
- **WEDNESDAYS:** Vinyasa Flow Yoga, Pilates, Yoga
- **THURSDAYS:** Vinyasa Flow Yoga, Gentle Mindful Yoga, Zumba, Body Blast, Indoor Cycling
- **FRIDAYS:** Dynamic Fusion
- **SUNDAYS:** Zumba, Power Yoga, Indoor Cycling

* Farm Yoga is offered on select **TUESDAYS**, March 21 and April 18. **Pre-registration is required.**

Probiotics & Prebiotics

Tuesday, March 21 | Stern Center, Room 102

Noon–1 p.m.

Do you know the difference between a pro-biotic and a pre-biotic? What are these and how are they beneficial or detrimental to your health and wellbeing? Attend this nutrition session to get the answers to these questions and learn more!

Neurodegenerative Diseases

Presented by Heather Boyer of Carlisle Regional Medical Center, Wellness Works

Thursday, March 23 | HUB Social Hall West

Noon–1 p.m.

Curious about the topics of Parkinson's Disease, Alzheimer's Disease or other issues that affect the nervous system? This presentation will include background information and other details about neurodegenerative diseases related to health risks, treatments and healthcare. Plan to attend this session to learn more!

Professional Development & Wellness Events

Biometric Screening FREE!

Administered by Wellness Works, Carlisle
Regional Medical Center

Thursday, March 23

CHECK-IN:

Mary Dickinson Room, HUB | 7:30–9 a.m.

Do you know your numbers? If not, take advantage of the on-campus free biometric screenings this spring. Staying fit through exercise and good nutrition is great—and knowing your numbers will reveal how healthy eating and exercise can change your life! The Biometric Screening provides a snapshot of your health looking at your total cholesterol, glucose, blood pressure, height, weight, waist circumference and body mass index (BMI). It is a collective review of your risk factors for developing heart disease, stroke and diabetes known as Metabolic Syndrome. Monitoring your blood pressure, blood glucose, cholesterol levels and BMI gives you the ability to stay on top of your overall health. Register now to gain a better understanding of your health and to complete the first step in our 2016-2017 Wellness Healthy Rewards program!

Financial Wellness: 10 Basic Financial Steps for Special Needs Caregivers

Presented by Met Life/Massachusetts Mutual
Representatives

Monday, April 10

HUB Social Hall West | Noon–1 p.m.

It can be challenging to care for a person with special needs, requiring unusually difficult planning decisions regarding their future as well as their family. This workshop addresses 10 basic steps to help caregivers get started in preparing for the financial future of their dependent with special needs. It covers critical issues such as applying for government benefits for Social Security and Medicaid, creating a Special Needs trust, the importance of a Will and considering a Letter of Intent.

Coping with Change, Transition, and Adaption

Presented by Dana Berg, Franco Psychological Associates
Friday, April 14 | Stern Center, Room 102 | Noon–1 p.m.

The concept of change is powerful in that it often evokes a variety of responses and reactions from individuals. In dealing with change, some people are open to the possibilities and become excited, while some are more resistant and feel a sense of stress, and yet others are more “wait and see” types and seem relaxed about pending changes. Deepening our understanding of personal responses to change can be useful so that we are able to make potential adjustments that can help with better navigating everyday life. This talk will address how the concept of change can impact individuals and will offer opportunity to gain techniques that may be useful in coping with change.

Franco Psychological Associates is the EAP Provider for Dickinson.

Crucial Conversations—Five Session Series

Hosted by Human Resource Services

THURSDAYS: March 9–April 6

Stern Center, room 102 | 8:30–10:15 a.m.

A crucial conversation is a discussion between two or more people where stakes are high, opinions vary, and emotions run strong. As you know, these conversations, when handled poorly or ignored, cause teams and organizations to get less-than-desirable results. The program is designed to achieve spirited, yet respectful, dialogue helping to incorporate better ideas and high-quality decisions. The training experience introduces a set of eight principles that build alignment, agreement, and interpersonal communication. During this training participants will acquire skills enabling them to resolve disagreements—accurately address concerns by talking respectfully, candidly and skillfully with someone in a safe way; build acceptance rather than resistance—give and receive feedback in a way that enhances relationships and improves results; speak persuasively, not abrasively—effectively talk about high-stake, emotional and controversial topics; and foster teamwork—get the right people involved in a way that ensures better decision-making and guarantees commitment and conviction.

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.



Navigating Dickinson Information Session

Hosted by Human Resource Services

Friday, March 24

Stern Center, room 102 | 8:45 a.m.–1 p.m.

Navigating Dickinson is an employee orientation program to introduce recently hired employees to a broader perspective of the organization and structure of the college. This session includes presentations from many departments of the campus and also a walking tour.

BOOK DISCUSSION

United: Thoughts on Finding Common Ground and Advancing the Common Good

Hosted by Human Resource Services

Wednesday, March 29

Stern Center, room 102 | Noon–1:15 p.m.

“Hope is the active conviction that despair will never have the last word,” Booker writes in this galvanizing book. In a world where we too easily lose touch with our neighbors, he argues, we must remember that we all rise or fall together—and that we must move beyond mere tolerance for one another toward a deeper connection: love. Participants will join together to discuss this book and consider the thought-provoking topics of *United*.

Update on Employment Compliance

Presented by Dennette Moul, Organizational Development & Training Specialist

Tuesday, April 18

Stern Center, room 102 | 10–11:30 a.m.

This session identifies recent employment regulatory compliance changes and highlights specific areas of focus for the college. A brief review of recent HR policy revisions will also be discussed. Gain the basic tools needed for decisions that are lawful and in the best interest of employees and Dickinson College.



Paint Night at the Trout Gallery

Presented by Members of the Art Collective

Tuesday, April 4 | Mumper-Stuart Education Center, Weiss Center | 6–9:30 p.m.

A night of wine, cheese and painting for Dickinson employees.

- **6–7 p.m. | Tour of the Exhibit Art** with Heather Flaherty, Curator of Education.
- **7–9:30 p.m. | Painting and Refreshments** in the Mumper Stuart Education Center with members of the Art Collective

Cheese and assorted appetizers will be provided. B.Y.O.B.

FEE FOR MATERIALS: \$10.00

Professional Development & Wellness Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR THE MONTH OF FEBRUARY

Congratulations to **Heather Champion, Career Center** for being the Physical Wellness incentive prize winner for the month of February 2017, for participation in exercise/fitness programs in January! Eligibility for the monthly incentive 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 drawings are 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-in-a-month miles, please send an email to devwell@dickinson.edu or call ext. 8084.

2016-2017 HOLISTIC HEALTH INCENTIVE PROGRAM: 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/5eSg11uWdcd7daT>

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.

Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, 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.

CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

Dickinson

Professional Development and Wellness
HUMAN RESOURCE SERVICES

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