Viality

Dickinson

Human Resource Services
September 2017
Volume XII | Issue 2







11 with President Margee Ensign welcoming all to the event.

Approximately 600 attendees enjoyed fun, food, games, prizes and more! The weather did not cooperate, but with a Bounce House and Bingo along with Ruffles the Clown, the picnic was a great success.



CHARTER DAY: CELEBRATING PHILANTHROPY PAST & PRESENT

Friday, September 8 \mid 4:45–7:30 p.m. \mid The John Dickinson Campus, Academic Quad Rain location: HUB

The annual Charter Day picnic gathers our faculty, staff and students to commemorate the signing of the college's charter in 1783 and celebrate our rich history of philanthropy at Dickinson. Join the Office of Engagement & The Dickinson Fund for food and fun. Attention faculty and staff Dickinson Fund donors: Be sure to wear the "Proud Dickinson Donor" button that you received via campus mail! To make a one-time or recurring gift, or for information about giving by payroll deduction, visit www.dickinson.edu/give.

Policy Updates & Reminders

Motor Pool Vehicle Policy

This policy has been established to ensure the responsible operation of college motor pool vehicles and thereby enhance the health and safety of members of the college community during the operation of college motor pool vehicles. Motor pool vehicles are defined as all motor vehicles owned, rented or leased by Dickinson College which are available to reserve and use by faculty, staff and student organizations for college business purposes.

The following procedures apply to all members of the college community, and all will be required to acknowledge these policies prior to being authorized to operate a college vehicle. Only authorized drivers will be permitted to operate a college vehicle.

The main updates to the Motor Pool Vehicle Policy include:

- Change from 2 years of a clean driving record to require 3 years of a clean driving record
- Details and special considerations for rental vehicles and that the same standards in our driver training apply to those renting a vehicle
- The rental of 15 passenger vans should be avoided if at all possible.
- Additional information outlines the steps that must be taken if a 15 passenger van is going to be used, most importantly that the driver have at least 6 years of driving experience and be at least 21 years of age.

For the full text version of the Motor Vehicle Policy, please refer to the <u>Campus</u> <u>Policy Manual</u> online via the Gateway/ Employee Channel.

Sick Leave Bank Reminder

The college maintains a Paid Sick-leave Bank that is available to full-time non-exempt employees as follows:

- Nonexempt employees may donate up to five vacation days each fiscal year (in increments of one day or more, at any time during that year) to the college Sick-leave Bank.
- For every day or larger increment, the college will match the employee's donation with an identical amount of time.
- The maximum size of the college Sick-leave Bank will be 2,000 hours (1,000 donated by employees and 1,000 donated by the college).

To be eligible to participate in the Sick-leave Bank, full-time, non-exempt employees must:

- have worked full time for the college for at least one year;
- have donated at least one full day of vacation to the Sickleave Bank in the past five fiscal years;
- be unable to perform the essential job related duties because of an extended, non-job-related illness or injury of more than 10 days;
- have exhausted all accrued sick, short-term disability, floating holidays and vacation.

No one person may receive more than six months' paid sick leave from the Sick-leave Bank in any 12-month period. Requests for use of the leave must be sent to the associate vice president of Human Resource Services through the employee's supervisor and department head.

The associate vice president of Human Resource Services will take into account the reasons for the request, the recommendations of the employee's supervisor and department head, past performance and attendance information of the employee, other requests and any other information pertaining to the request.

Contact Human Resource Services for information on donating vacation days to the college's Sick-leave Bank by sending an email to hrservices@dickinson.edu or by calling ext. 1503.

Policy Updates & Reminders

MEDICARE PRESCRIPTION DRUG PLAN CREDITABLE COVERAGE DISCLOSURE NOTICE

In accordance with the Center for Medicare and Medicaid Services (CMS), all employees who are participating in the Dickinson College group health insurance and prescription drug plan managed by Aetna are required to receive a disclosure notice regarding our plan's creditable prescription drug coverage. PLEASE NOTE: If you or your covered dependents are not currently eligible for Medicare you may disregard this notice. Contact Human Resource Services if you have any questions.

Aetna Representative Consultation Days

Do you have medical, prescription drug, or mental health questions regarding your Aetna insurance plan? How does this insurance plan work? What is deductible and coinsurance? Our Aetna representative will be available on campus to help answer your claims questions or inquiries regarding your medical, prescription, and mental health services.

To schedule a personal appointment with Aetna, please sign up through <u>Totara</u> for the time period you need. Walk-ins are also welcome. Please bring any documents pertaining to your questions such as explanation of benefits, bills etc. Aetna's enrolled members can log into Aetna Navigator at

<u>www.aetna.com</u> to access Aetna's broad network, pharmacy information and resource tools.

TUESDAY, SEPTEMBER 12

HUB Mary Dickinson Room, 8 a.m.-12:30 p.m.

TUESDAY, SEPTEMBER 26

HUB Side Room 203, 1-5 p.m.

TUESDAY, OCTOBER 3

HUB Mary Dickinson Room, 8 a.m.-12:30 p.m.

TUESDAY, OCTOBER 24

HUB Side Room 203, 1-5 p.m.

Retirement

TIAA-CREF/Fidelity eDelivery

Important Fee Disclosure Information regarding Dickinson College Retirement Plan

Notice to all employees eligible or participating in the Dickinson College Retirement Plan

In compliance with the Department of Labor regulations, during the month of August 2017 you should have received important information regarding the expenses and fees related to your retirement investments. This information was provided to ensure you have all the information you need to take full advantage of retirement plan options for

both TIAA-CREF Financial Services and Fidelity Investments. If you regularly have access to PC you will receive this information via email or you will receive a hard copy by mail if you do not work in an office.

PLEASE NOTE: NO ACTION is required. This information is being provided in compliance with the Department of Labor requirement to provide consumers with more information about fees and expenses related to their retirement investments. For questions, more information or if you do not receive this information, please contact Human Resource Services at ext. 1503 or via email to hrservices@ dickinson.edu.

Retirement: Defined Contribution Summary Plan Description Update

In accordance with legal requirements, the summary plan description (SPD) for the college's retirement plan was updated recently to include the addition of an employer matching contribution. The SPD summarizes important features of the plan and can be found **here**.

New Hires-July

Ishraq Ahmed, Economics
Santiago Anria, Political Science
Anna Baldasarre, Student Leadership & Campus Engagement
Nina Barzachka, Political Science
Mrinmoyee Bhattacharya, French
Sarah Burgin, History
AnneMarie Demmy, Public Safety
Nicholle Dragone, American Studies
Christine Guardino, Psychology
Kathryn Guertin, Office of Admissions
James Harris, English
Samantha Jumper, Dining Services
Jean-Pierre Karegeye, Philosophy
Kandace Kohr, Office of Marketing &

Heather Lehman, Biology Panpan Li, East Asia Studies Douglas MacKenzie, Economics Casey Maines, President's House Steven Malcic, Film Studies Joshua Marshack, Anthropology James Martin, Music Trent Masiki, Africana Studies Amy McKiernan, Philosophy Natalie McNeill, ALLARM Stacey Moultry, American Studies Mary Nolte, Office of Admissions Sage Ober, Residence Life & Housing Sean Ryan, Student Leadership & Campus Engagement Peter Schadler, Religion Eleanor Schiff, Political Science

Helen Schlimm, ALLARM
Amaury Sosa, Spanish & Portuguese
Jacqueline Steger, Facilities
Management
Rachel Suppok, Library Services
Giacomo Tagliani, Film Studies
Giseli Tordin, Spanish & Portuguese
Nikolaos Tsotakos, Biology
Eddie Tu, Mathematics & Computer
Science
Catalina Villamil, Anthropology
Ellen Was, Environmental Studies
Patricia Zeager, Dining Services

Retirement-July 30

Yoshiko Gaiski, *Dining Services*, with over 36 years of service



Communications

DOWN ON THE FARM

Is your group interested in a trip to the College Farm? Schedule your educational session today!

SEED strives to provide a space for organized youth groups (girl scout or boy scout troops, after school programs, religious groups, etc.) to learn about aspects of sustainable agriculture from science to lifestyle.

We invite any group working with youth from ages 5 to 15 to reach out to schedule an educational session!

The session can be the theme of your choosing based on our seasonally appropriate options (coming soon!). We are happy to fit our options to the needs of your group!

Please contact the farm's Education and Outreach Coordinator at farmcoordinator@dickinson.edu or 717-254-8046 if you are interested in scheduling a class.



2017 UNITED WAY PACESETTER CAMPAIGN UPDATE

Dickinson is a Pacesetter for the <u>United Way</u> of Carlisle & Cumberland Valley's annual <u>campaign</u> once again this year. Our campaign began this month in August and is wrapping up in early September—to help set the pace for the larger community's fall campaign. If you have not submitted your United Way donation form, you may still do this through the end of December 2017.

Our goal for this year's campaign is \$35,000 and 15 percent participation by Dickinson employees. Because all of the fundraising costs are underwritten by Allen Distribution, Keen Transport, Hooke Hooke & Eckman, M&T Bank and proceeds from Dickinson's U-Turn, 100 percent of your contribution goes directly to community programs providing everything from educational opportunities for children to food for those who cannot afford it.

You should have received your 2017 Campaign Pledge form through campus mail earlier this month. To support the campaign and help make a difference in Carlisle and throughout Cumberland County, please fill out the form and make your donation by August 31. If you would like to contribute directly to any of the <u>United Way funded agencies</u>, you can designate your contribution accordingly as part of your United Way gift.

Community Programs & Events

Crohn's & Colitis Walk

Sunday, September 17 City Island | 25 Station Rd., Harrisburg, PA

CHECK-IN OPENS: 10 a.m. WALK STARTS: 11 a.m.

Click Here to Register Now online!

This community walk and fundraising event propels critical research toward cures and supports patient program for the 1.6 million Americans—that's 1 in 200 people—living with Crohn's disease and ulcerative colitis. Cures are within sight. If you like to walk, or just want to make a difference by supporting the life-changing research, please consider being a part of this local event. Registration is open and available online via the link above.

American Heart Association HeartWalk – Save the Date!

Sunday, October 15 | Harrisburg City Island

LIVE REGISTRATION: 2 p.m. WALK BEGINS: 3 p.m.

Join Team Dickinson at: www2.heart.org/goto/TeamDickinson2017

Join members of Team Dickinson at the annual HeartWalk scheduled for Sunday, October 15 on City Island in Harrisburg. Stretch your legs and get some fresh air on this fall afternoon with your family, friends and colleagues. Participating in this event is free. Walkers who decide to do a little FUNdraising will receive a t-shirt for raising \$100 or more to support the American Heart Association.

For more information, please visit the website listed above, send an email to diamondj@dickinson.edu or call ext. 8084.

United Way Day of Caring

Friday, October 6 | 8 a.m.-1 p.m. | Kickoff in Allison Hall

Register now!

Dickinson employees are invited to participate in this year's United Way Day of Caring! The day will start with a kick off hosted at Allison Hall at 8 a.m., where volunteers will meet with their groups and collect their LIVE UNITED t-shirts. At 8:30 a.m., groups will head out to their assigned project at a local non-profit. Volunteers will have the opportunity to learn about the great work our local organizations do on a daily basis and roll up their sleeves to support their efforts. After finishing their projects and working up an appetite, volunteers are invited to have lunch from 12:15-1 p.m. at the LeTort Park Pavilion. Day of Caring is an incredible opportunity that allows participants to help organizations that help so many of our community members!

Reminder of Community Service Benefit: All employees must first receive approval from their supervisors before registering for the event. All administrative and support staff employees will be allowed to volunteer for up to eight (8) hours of paid time from July 1 to June 30. To indicate your interest in this community volunteer opportunity, please register for this program in Totara as soon as possible prior to Thursday, October 5.

Dickinson Community Blood Drive Facilitated by Central Pennsylvania Blood Bank Friday, September 29

HUB Social Hall 10 a.m.-5 p.m.

Central Pennsylvania Blood Bank is a community-based, not-for-profit, blood program committed to providing for and being responsive to the blood-supply needs for the local community. Please consider donating blood to support and share life within your community blood bank.

For more questions or more information about Central Pennsylvania Blood Bank, please visit www.cpbb.org or call 1-800-771-0059.

Nutrition Corner

HEALTHY RECIPE

Courtesy of WellnessWorks of Carlisle Regional Medical Center

Homemade Frozen Yogurt Pops with Peaches

SERVES 6

INGREDIENTS

16 oz. packaged, plain, no-sugar-added, frozen, sliced, thawed peaches (no sauce added), divided

1 cup fat-free, plain yogurt

1 tbsp. honey

DIRECTIONS

- In the bowl of a food processor, add 1 ½
 cups thawed peaches from bag, yogurt,
 and honey. Process about 1 minute until
 mixture turns into a puree. (Alternatively,
 add ingredients into a bowl and puree
 with an immersion blender.)
- 2. Transfer puree to a bowl or large liquid measuring cup with a spout for easy pouring. Chop remaining peaches into bite-sized pieces and add into the bowl, along with any lingering peach liquid from the bag.
- 3. Divide mixture among Pops molds, filling each one almost to the top. Place in the freezer overnight.
- 4. To remove from molds, hold under warm water until pops can be easily pulled free.

NUTRITIONAL ANALYSIS PER SERVING: Calories 66, Total Fat 0.5g Saturated Fat 0.0g, Trans Fat 0.0g, Polyunsaturated Fat 0.2g, Monounsaturated Fat 0.2g, Cholesterol 1mg, Sodium 32mg, Carbohydrates 13g, Fiber 2g, Sugars 9g, Protein 3g

SOURCE: http://www.heart.org/HEARTORG/ HealthyLiving/HealthyEating/Recipes/Homemade-Frozen-Yogurt-Pops-with-Peaches_UCM_481963_ RecipeDetail.jsp

Totara

HOW DO I SELF-REGISTER FOR PROGRAMS IN THIS NEW SYSTEM?

Totara opened for in the Gateway this past spring for completing employee performance reviews to the delight of many on campus. This fall, we now have opened phase 2 of Totara for program and event registrations. With this new program platform, there are many enhancements for what we can offer, but also a few new steps to register:

To self-register for courses and programs in Totara:

- · Log-in to the Gateway
- From your Totara homepage click on the Find Learning/ Courses tab to review and select the course for which you would like to register and attend.
- · Click on the course name, and then click on "Enroll Me"
- From the course page, scroll and review the session date(s) and times offered, then click on the session(s) link that you would like to attend.
- From the session options listed, click on "Sign-Up" on the right side of the page or column.
- Next, click "sign-up" again at the bottom of the page to finalize your registration process.

Registrants will receive automated confirmation email messages confirming their course and session registrations are complete. Calendar reminders will also be sent to your Outlook calendar in the form of an email invitation.

NOTE: If you have registered for a recurring event (i.e. Pilates), please adjust the calendar invite to populate as a recurring program on your calendar.

Professional Development & Wellness Events

2017-2018 Holistic Health Incentive Program (HHIP)

Register now in Totara to get started on your Healthy Reward incentives for 2017-2018! Each year our employee wellness program at Dickinson includes a wide variety of programs and events that count toward earning special incentive rewards. Many of the programs and activities that we attend both on and off-campus count and many employees over the past 10 years have collected great rewards! For example, if you complete the free biometric screening (either on-campus or during your annual physical exam at a doctor visit), along with the online health risk assessment survey and a few other activities, you can earn a reward and select from a variety of options offered (i.e. movie tickets, bowling, a Fitbit, etc.). All it takes is registering online in Totara for this program and once you have completed the programs or activities, completing the online HHIP reporting survey (to be available soon). To learn more, simply register for the HHIP 2017-2018 course in Totara and explore the opportunities offered!

Weight Watchers

FALL SESSION DATES: Wednesdays, August 30-November 15

Meeting Leader: Billie Rae Lerew HUB side rooms | noon-1 p.m.

Are you struggling with your decisions about food choices, or do you feel alone in your journey to get in better shape? The 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 is now 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 weekly meetings provide the inspiration and tools and support needed to succeed in your journey to health and wellness. Registration for the fall sessions is available through the <u>Totara</u> in the Gateway.

Diabetes & Urology Health 101

Presented by Pinnacle Health, Carlisle Regional Medical Center Staff Thursday, September 7 | Stern Center, room 102 | noon-1 p.m.

Health and wellbeing can be a challenging area to understand. What is the definition of being healthy or well? For that matter, how and why are Diabetes and Urology Health connected? To learn more about the common health issues of digestive health and diabetes, <u>please register</u> now to attend this info session.

Free Blood

Pressure Screenings

Walk-in, no appointment needed!

MONDAYS: noon-1 p.m.

Mary Dickinson Room

FALL SEMESTER 2017:

August 21, September 18, October 23, November 20, December 18

SPRING SEMESTER 2018:

January 22, February 19, March 19, April 16, May 14, June 18

Free Biometric Screenings

Administered by Pinnacle
Health, Carlisle Regional
Medical Center Staff
Thursday, September 21
7:30-9 a.m.
Mary Dickinson Room, HUB

Appointments required

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. Complete this screening as the first step to earn your Healthy Reward incentive in the Holistic Health Incentive Program! Register now for this free screening option to learn more about your own health & wellbeing.

Professional Development & Wellness Events

Fall Semester Fitness Programs – Register NOW!

Register now in Totara for the free fall semester fitness programs that are part of the employee wellness program listed below:

PROGRAM	DAY	TIME	LOCATION
Cardio Tone & Stretch	Mondays	12:15–1 p.m.	HUB Dance Studio
SitFit	Mondays	12:15-12:45 p.m.	Memorial Hall, Old West
<u>Pilates</u>	Mondays, Wednesdays	4:30-5:30 p.m.	CPYB studio #5
Mid-Day Meditation	Tuesdays	12:15-12:45 p.m.	Memorial Hall, Old West
Sports Yoga	Tuesdays	4:30-5:30 p.m.	HUB Dance Studio
Pound Fitness (NEW!)	Wednesdays	12:15–1 p.m.	HUB Dance Studio
Gentle Mindful Yoga	Thursdays	4:30-5:30 p.m.	Memorial Hall, Old West
Dynamic Fusion	Fridays	12:15–1 p.m.	HUB Dance Studio

For questions or assistance with registrations, please send an email to devwell@dickinson.edu or call ext. 8084.

For other optional free fitness programs offered through Student Life / Intramurals & Recreation, please visit the <u>Group Fitness</u> <u>listings webpage!</u> Through collaborative efforts, we offer employees the opportunity to attend either the employee fitness programs listed in the paragraph above or any of the many **Student Life Fitness programs** listed on the Group Fitness webpage as well, which do not require pre-registration. Drop in as the classes fit your availability for the Group Fitness class schedule shown online.

Financial Wellbeing: 10 Basic Financial Steps for Special Needs Caregivers

Presented by MetLife
Monday, September 18
noon-1 p.m. | HUB side room 201-202

It can be challenging to care for a persons 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. There are many considerations when planning for financial stability and the future with special needs dependents. Register for this session offered by MetLife to learn more.

Demystifying the Mind: Understanding Bipolar Disorder & Schizophrenia

Presented by Michele Ford, Lecturer in Psychology Tuesday, October 10 noon-1 p.m. | HUB Social Hall West

The human mind is an amazing part of the body, and has many intricacies that we have yet to understand and explore. Disorders like schizophrenia and bipolar disorder baffle many, and challenge us to be understanding, empathetic and patient while accepting that we are all unique individuals.

Bipolar disorder and Schizophrenia are differing conditions, though the symptoms of each can be hard to understand and identify. At times, people mistake the symptoms of bipolar disorder for schizophrenia and vice versa. This presentation will introduce the symptoms of each of these disorders, as well as how they are similar and different. Options for treatment will also be addressed. Register now to learn more!

WANT DETAILED INFORMATION FOR THESE PROGRAMS? GO TO EMPLOYEE GATEWAY > TOTARA AT HTTP://GATEWAY.DICKINSON.EDU, E-MAIL DEVWELL@DICKINSON.EDU, OR CALL EXT. 1503.

Inclusivity & Acceptance: In and Out – A Conversation about Inclusivity

Presented by Rebekah Feeser, Ph.D., Franco Psychological Associates Monday, September 25 | noon-1 p.m. | HUB side rooms 204-205

Dating back to 1890, American psychologist and philosopher, William James, recognized that human beings possess a fundamental need for inclusion and belonging. Yet, often our fear of difference with its related discomfort prevents us from reaching outside ourselves and the familiarity of those who look like us and share our views. So why bother? Despite the potential for uncomfortable feelings when we explore inclusivity, research indicates it is well worth the opportunities both personally and professionally. Creating an environment of inclusion at work or home can act as a buffer against stress, promote positive mental health, and support healthy behavior patterns.

<u>Register now and join us</u> to consider how our experiences of being Included and Excluded have positively and negatively affected us; and from this vantage point, we will identify strategies for creating more inclusive environments for ourselves and each other. Franco Psychological Associates is our Employee Assistance Plan (EAP) provider.

Documenting Performance

Presented by Dennette Moul

Tuesday, September 12 | 9-11 am. | Stern Center, room 102

<u>Documenting performance</u> expectations and concerns can be challenging even for the most seasoned supervisor. This workshop will explore the key elements to writing and executing concrete performance expectations, performance improvement plans, and corrective action notifications. Learn how to take a total performance approach while still addressing specific concerns.

College Prep for Parents

PART I: September 20—High School Counseling and Admissions
PART II: September 27—Financial Aid and Tuition Benefits

Noon-1:15 p.m. | HUB Side Rooms, 202-203

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. Register now to learn more about the college admissions process along with your tuition benefits!

Communication Links, Announcements & Reminders



Physical Wellness Program Incentive Prize Winners for the Months of June and July

Congratulations to KIM MORGAN, Individual Giving and LAURA WILLS, Annual Fund & Engagement for being the Physical Wellness incentive prize winners for the months of July and August 2017 for participation in exercise/fitness programs in June and July! 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 Gateway 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.

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 Totara in the **Gateway** 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 Download

Dickinson/Biking

Dickinson/College Farm

Dickinson/Sustainability

Trout Gallery

Theatre & Dance

Campus Announcements

Campus Events Calendar

Dickinson

Professional Development and Wellness HUMAN RESOURCE SERVICES

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