

Vitality

Dickinson

HUMAN RESOURCE SERVICES

September 2018
Volume XIII | Issue 2

CHARTER DAY: CELEBRATING PHILANTHROPY PAST AND PRESENT

Friday, September 7 | 4:45 - 7:30 p.m. | The John Dickinson Campus, Academic Quad (Rain location: Holland Union Building)

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/gift.

The 2018 Summer Picnic took place outside on Morgan Field on Thursday, August 9. This year's picnic featured a dunk tank with donations accepted to benefit United Way, along with lawn games, guessing games and bingo in Allison Hall Community Room. The hot weather made the dunk tank a popular place to volunteer while supporting a great cause. Approximately 600 attendees enjoyed fun, food, games, prizes and more!



Summer Picnic 2018



Benefits Information

NEW HIRES & RETIREMENT

NEW HIRES

Kirk Anderson, *Education*

Donald Carr, *Chemistry*

Lisa Dolasinski, *Italian*

Meg Gray, *Library Services*

Irene Hawkins, *Biology*

Kathryn Heard, *Political Science*

Beenash Jafri, *Women's, Gender & Sexuality Studies*

Scott Kalafatis, *Environmental Studies*

Michelle Lane, *Annual Fund & Engagement*

Bryan McGeary, *Library Services*

Christian Perry, *Office of Admissions*

Mireille Rebeiz, *French*

Hanna Roman, *French*

Jessica Romney, *Classical Studies*

Joe Smith, *Library Services*

Merv Stone, *Facilities Management*

George Stroud, *VP of Student Life*

David Sulon, *Mathematics & Computer Science*

Laura Takakjy, *Classical Studies*

Jodie Vann, *Religion*

Danny Woodbury, *Economics*

RETIREMENTS

We wish a fond farewell and thank you to Ken Egolf who retired as our *Technician in Chemistry* on July 10, with seventeen years of service.

GET THE MOST OUT OF YOUR BENEFITS!

HealthAdvocate™

All full-time employees have access to Health Advocate, a free service for health advocacy and assistance available to the employee, spouse, dependents, parents and parents-in-law. From now until September 30, 2018, visit your Health Advocate member website or app and enter for a chance to win one of three Fitbit Altas. Two runner-up winners will each receive a Health Advocate prize pack.

IT'S EASY TO ENTER! HERE'S HOW:

- Go to HealthAdvocate.com/members
- Log in
- In the News section, click on the link advertising the contest—use the orange arrow to scroll through multiple news alerts, if necessary
- You will be taken to a web page to fill out your contest entry—fill out all the required fields and click “Submit”

HAVEN'T REGISTERED YET? GET STARTED NOW.

- Visit HealthAdvocate.com/members
- Type the name of your organization, select it from the drop-down box
- Click on “Register Now”
- Enter your information
- Select your user name, password and security questions
- Read and accept Terms and Conditions, then click “Register”
- Verify your account through your email.

September TIAA Educational Webinars



Would you like to learn more about saving or retirement or planning for the future, but don't have the time to attend a live information session? TIAA offers free on-demand, online webinars on a variety of topics. All employees are welcome to attend and can register at TIAA.org/webinars.

SEPTEMBER 25

Noon–1 p.m.: Estate planning basics

3–4 p.m.: She's Got It: A woman's guide to saving and investing

SEPTEMBER 26

Noon–1 p.m.: The 411 on 529 college savings plans

3–4 p.m.: Money at Work 1 – Foundations of investing

SEPTEMBER 27

Noon–1 p.m.: Hacking the Human: Cybersecurity and you

3–4 p.m.: The Starting Line: Why and how retirement saving should begin now

If you are not a TIAA account holder, you may register as a guest-user to view these webinars online.

Retirement Accounts Beneficiary Designation and 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 Retirement Plans we encourage you to do so now. 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 and or Fidelity take precedent over any direction in your will. 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.

TIAA

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

Online

- Log into your account at [TIAA.org/Dickinson](https://www.tiaa.org/Dickinson)
- Select **actions**, select **Add/edit beneficiaries**.
- 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](https://www.tiaa.org/beneficiary). To have a form mailed to you, call us at 800-842-2252 (when prompted to enter account or social security numbers—press "0" to speak with a representative). For your protection, we cannot change your beneficiary over the phone.

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.* 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.

Fidelity

To download the Fidelity beneficiary designation form:

1. Log on to Fidelity Netbenefits® at www.nb.fidelity.com
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 a.m.–8 p.m. Eastern time to request that a beneficiary designation form to be mailed to you or contact Human Resource Services to request the form for Fidelity beneficiaries. 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.

TIAA INDIVIDUAL COUNSELING SESSIONS

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

- **WEDNESDAY, SEPTEMBER 5**
- **THURSDAY, NOVEMBER 1**
- **TUESDAY, NOVEMBER 27**
- **WEDNESDAY, DECEMBER 19**

All sessions are held in HUB side room 201.

To schedule a personal meeting with TIAA, please visit www.tiaa.org/moc or call 1-800-842-2010. Appointments may be scheduled with TIAA between 9 a.m.–5 p.m. on the dates listed above.

AETNA INDIVIDUAL CONSULTATIONS

Aetna Representative: Jean Enders

Do you have medical 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 and mental health services. 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 www.aetna.com to access Aetna's broad network, pharmacy information and resource tools. To schedule an appointment with Aetna, please register through [Totara](#) on dates shown below:

- **FRIDAY, SEPTEMBER 14**
HUB Mary Dickinson Room
8:30 a.m.–Noon
- **FRIDAY, SEPTEMBER 28**
HUB Mary Dickinson Room
12:30–4 p.m.



The Dickinson College Farm invites your child's group (i.e. class group, Girl or Boy Scout Troop, homeschooling group) to come to the Dickinson College Farm for a hands-on educational lesson.

The SEED program offers: customizable lessons based on a topic of your choice and variety of topics, from animals to biofuels to natural art. Groups of all ages are welcome!

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. For more information, visit: sustainableeartheducation.weebly.com.

CSA Sign Up Opportunities

The summer season is in full swing at the College Farm with fall crops planted and growing strong! We invite Dickinson community members to consider joining the College Farm CSA mid-season. Certified organic vegetable shares are now available at a pro-rated price exclusively for members of the Dickinson College community. There are still spots remaining for the rest of the CSA season—don't miss out! Contact farm@dickinson.edu for more information.

Community Programs

United Way: Harrisburg Senators Game vs. the Erie Sea Wolves

Thursday, August 30

FNB Park, Harrisburg City Island

Game Time: 7 p.m.

Looking for a fun evening out that benefits a great cause?! The very last home Senators Game of the season has a limited number of seats available for \$11 per seat, with \$4 from each ticket purchase supporting United Way of Carlisle & Cumberland County. If you love the **SENATORS** and would enjoy an evening out to benefit United Way, simply click the link below to purchase your tickets online today or before 5 p.m. on Thursday, August 30.

PURCHASE SENATORS GAME TICKETS ONLINE AT:

<https://groupmatics.events/event/uwcarlisle>

Community Programs

American Heart Association HeartWalk

Sunday, September 16 | Harrisburg City Island

LIVE REGISTRATION: 12:30 p.m.

WALK BEGINS: 2:00 p.m.

JOIN TEAM DICKINSON AT:

<http://www2.heart.org/goto/TeamDickinson2018>

Join members of Team Dickinson at the annual HeartWalk scheduled for Sunday, September 16 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.

2018 Run for Steph 5K

Homecoming Weekend, Sunday, September 23

One of the college's biggest fundraising events for The McAndrews Fund for Athletics is just around the corner—the Run for Steph 5K during Homecoming & Family Weekend. This event celebrates the life of Steph Kreiner '03, who was killed by a drunk driver shortly after she graduated from Dickinson. As Steph was an athlete involved with women's lacrosse and field hockey, all of the proceeds of this event benefit Dickinson athletes.

We ask that you join the Dickinson community and support a great cause! Upon completion of your **registration**, you will receive a confirmation that will include a link to a liability waiver, which you must complete to participate in this event.

Please register by Monday, September 17. If you miss the online registration deadline, the walk-up fee will be \$25.00. We look forward to seeing you there!

Dickinson Community Blood Drive

Facilitated by Central Pennsylvania Blood Bank

Friday, September 28 | 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.

Crohn's & Colitis Walk

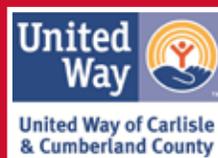
Sunday, September 30

City Island, 25 Station Road, 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.*



Dickinson is a Pacesetter for the [United Way of Carlisle & Cumberland Valley's](#) annual **campaign** 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 2018.

Our goal for this year's campaign is \$40,000 and 15 percent participation by Dickinson employees. Because all 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 2018 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 [United Way funded agencies](#), you can designate your contribution accordingly as part of your United Way gift.

Community Programs

REGISTER NOW!

United Way Day of Caring Friday, October 12

Dickinson employees are invited to participate in year's United Way Day of Caring! The event will be held on **Friday, October 12 from 8:30 a.m.-1:30 p.m.** The day will start with a kick off hosted at ATS Auditorium at 7:30 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 12:30-1:30 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 Friday, September 21.

Professional Development & Wellness Events



Wellness@Dickinson Program & Fitness Reimbursement Update

Wellness programs offered for 2018-19 begin the week of August 27-31, with fitness options collaboratively designed with the office of Student Leadership & Campus Engagement (SLCE) to allow the maximum possible wellness opportunities for the campus community. Cardio, Tone & Stretch, Pilates and Sports Yoga will return this year, along with a variety of other group fitness classes that can be found online on the SLCE [Group Fitness Classes webpage](#). The wellness information programs offered by our benefits vendors and other local healthcare professionals will continue to have registration online via Totara. Most of the programs offered will still be free to you, but some specific programs will have an associated fee to be paid by the employee participants.

FITNESS REIMBURSEMENTS

Beginning July 1, 2018, all full-time employees are eligible to have up to \$100 in fitness expenses reimbursed during the fiscal year (July 1 through June 30). Eligible expenses include monthly fitness center membership fees, group exercise class fees, weight management programs, and exercise equipment purchases. To request reimbursement, employees must submit receipts electronically by completing an online form by the deadlines listed below. (Online Form link available soon.)

JULY-SEPTEMBER: SEP. 15

OCTOBER-DECEMBER: DEC. 15

JANUARY-MARCH: MARCH 15

APRIL-JUNE: JUNE 15

Participants must submit a reimbursement request by June 15 of the current fiscal year.

Reimbursement of submitted expenses will be processed as they are received on a quarterly basis through Human Resource Services. Funding is limited to \$100 per full-time employee per fiscal year and requests

will be reimbursed on a first-come, first-served basis until the budgeted funds are exhausted for the fiscal year.

**PLEASE NOTE: The IRS considers incentive reimbursements, rewards, awards and gifts to employees as taxable income. Reimbursements will be processed through payroll and appropriate taxes will be withheld.*

For questions or assistance with submitting the fitness reimbursement online form, please send an email to devwell@dickinson.edu or call 717-245-1503.

2018-19 Wellness@Dickinson Incentive Program

Each year we offer the **Wellness@Dickinson Incentive Program** to encourage healthy behaviors and habits in the campus community, while incorporating some fun challenges to enhance participation. For 2018-19, we offer a three-step incentive design to reward employee participants as you progress through this program.

#1 Complete your biometric screening OR visit your healthcare provider for your annual Wellness Visit. Wellness@Dickinson Water Bottle will be awarded when biometric screening or PCP visit is completed.

#2 Complete your online Health Risk Assessment (HRA). Congratulations: You have reached the Engaged Level by completing both biometric screening/annual well visit and HRA. Wellness@Dickinson cap or t-shirt (participant choice) to be awarded when both step #1 and step #2 are completed.

#3 Continue to participate with at least one or more activities completed in each of the five core areas of wellness to be in

the Energized (10 total activities)/Elite (15 total activities). Energized and Elite level participants will be included in a random drawing for an award of \$75 for Energized and \$100 for Elite participation. These award winners will be announced at the end of the wellness program year.

All Engaged-level participants and above will be included in the Grand Prize Drawing at the end of the wellness program year. Watch for an announcement of the wellness celebration event's date and time during the 2019 spring semester. Start down the path to Wellness – Register online via Totara and follow these simple steps to receive your award as you follow the path to [Wellness@Dickinson!](#)

Free Blood Pressure Screenings

MONDAYS: noon–1 p.m.

Mary Dickinson Room

Walk-in, no appointment needed!

FALL SEMESTER 2018: Sept. 17, Oct. 23,

Nov. 19, Dec. 17

SPRING SEMESTER 2018: Jan. 21, Feb. 18,

Mar. 18, Apr. 15, May 13, June 17

Biometric Screenings

Administered by UPMC Pinnacle Carlisle Staff

Thursday, September 27

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

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! Enroll and sign-up now in Totara for your **Biometric screening appointment.**

Fall Semester Fitness Programs REGISTER NOW!

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

- **PILATES:** Mondays & Wednesdays, 4:30-5:30 p.m., CPYB studio #5
- **SPORTS YOGA:** Tuesdays, 4:30-5:30 p.m., HUB Dance Studio
- **POUND FITNESS:** Tuesdays, 6:30-7:30 p.m. & Thursdays, noon, HUB Dance Studio
- **CARDIO TONE & STRETCH:** Fridays, Noon-1 p.m., HUB Dance Studio

For other optional free fitness programs offered through Student Life, Intramurals & Recreation, please visit the [Group Fitness listings webpage](#), which also includes Body Blast, Zumba, Power Yoga/Yoga!

Weight Watchers On-site Meetings

Meeting Leader: Billie Rae Lerew

12-WEEK SESSION: Wednesdays from Aug. 29–Nov. 14

HUB side rooms | noon-1 p.m.

Weight Watchers program incorporates the best and the latest in nutritional science and research. It has been rigorously tested and reflects more than a decade of innovation that will now be presented to members as the best weight loss program possible to help motivate people to eat more healthfully and help them succeed at losing weight.

FEE: \$156.00 Enroll and sign-up now in Totara under the **Weight Watchers** course!

Professional Development & Wellness Events

INFORMATION SESSIONS

Financial Wellbeing: Medicare 101

Presented by Aetna

Tuesday, September 11

2 SESSION OPTIONS:

- **HUB Social Hall West | Noon–1 p.m.**
- **Allison Hall Community Room | 6-8 p.m.**

Retirement and healthcare are topics that we all face as we grow older. Many of us find healthcare coverage and decisions as one of our biggest challenges and are confused or concerned about making the right decisions. If you are approaching retirement or if you need to help a friend, family member or loved one navigate these challenging decisions, please sign-up to attend one of these sessions. This program is open to the entire Dickinson community. Enroll and sign-up now in Totara under the [Aetna & Medical Consumerism Sessions](#) course!

Emotional Wellbeing: Mindfulness—A Pathway Toward Wellbeing

Presented by Michele Ford, Lecturer in Psychology

Thursday, September 13 | Stern Center, room 102 | Noon–1 p.m.

The human mind is an amazing part of the body and has many intricacies that we have yet to understand and explore. Mindfulness as a practice has a multitude of health benefits to those who try it! Enroll and sign-up now in Totara under the [DeMystifying The Mind](#) course!

Emotional/Intellectual Wellbeing: Listening

Presented by UPMC Pinnacle Carlisle

Monday, September 24 | HUB side rooms 201-203 | 11 a.m.–Noon

In the enthusiasm to make our point, do we miss the opportunity to really hear what our colleagues, friends or family members are trying to communicate? Our desire to share our thoughts or observations sometimes causes us to burst with excitement and think about what we want to say while the other person is speaking. Learn techniques as well as the positive benefits of active listening by attending this session. Enroll and sign-up now in Totara under the [Inclusivity & Acceptance](#) course!

Nutrition: Boost Your Brain Power

Presented by Courtney Hager, RD

Monday, October 1 | Stern Center, room 102 | Noon–1 p.m.

Brain function depends on many aspects of our physiology and nutrition provided by what we eat. Attend this session to learn how to Boost Your Brain Power through selecting foods that enhance your body's natural abilities for mental processes. Enroll and sign-up now in Totara under the [Nutrition Info Sessions](#) course!

TECH TIP

Andrew Connell, User Services

Discounted/Free Technology and Services for Dickinsonians

Current employees and students can benefit from Dickinson's association with the organizations listed below to realize discounts for software, hardware, and peripheral technology for home/personal use.

MICROSOFT OFFICE

Dickinson employees and students may download and use the latest Microsoft Office Suite for FREE for their personal Windows and Mac computers.

ONTHEHUB (KIVUTO)

OnTheHub offers many discounted software titles (Adobe, Minitab, SPSS, etc.) to students and employees. This includes Windows 10 Education Edition for FREE.

JOURNEYED

JourneyEd affords employees and students discounts for a large selection of software titles (Adobe, Microsoft Windows/Office, COREL, QuickBooks, etc.), hardware (iPads, Surfaces, Laptops, etc.), and peripherals (printers, monitors, headsets, cables, etc.).

APPLE

Apple provides educational discount pricing from the Apple Higher-Ed Store.

DELL

Similarly, employees and students can receive educational discounts on Dell hardware (computers, monitors, etc.) from the Dell Educational Store.

BEST BUY

The large electronics reseller, Best Buy, also has a "Student Deals" section with discounted pricing for selecting computing hardware, entertainment electronics, and household appliances.

VERIZON, AT&T AND SPRINT

All three major cellular providers offer educational discounts to service fees and hardware. Enter your Dickinson email address and/or mobile phone number into the appropriate website to receive the discounts on your bill going forward.

AS OF JULY 2018: LYNDA.COM, CODEACADEMY, DUOLINGO, UDACITY, ETC. FOR FREE



Public libraries often have free access to many pay services—Lynda.com for instance. More specifically, the Free Library of Philadelphia

(FLP) system, the New York Public Library (NYPL) system, and perhaps others, provide full access to Lynda.com as well as other e-learning solutions through personal accounts by logging in with the library card number and PIN.

Besides Lynda.com, the Free Library of Philadelphia also offers Codeacademy, Duolingo, Khan Academy, Udacity, Mango Languages and a few others. Card holders may also borrow audio books from the library offerings.

All the above (as well as links to resources) can be found on the Dickinson website here: www.dickinson.edu/info/20198/technology_services/2209/student_computing_support/2

Professional Development Events

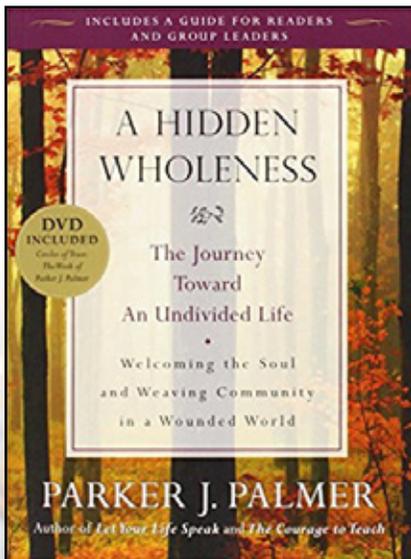
College Prep for Parents

PART I: Thursday, September 20 – High School Counseling and Admissions

PART II: Tuesday, October 2 – Financial Aid and Tuition Benefits

Old West, Room 1 | Noon–1:15 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. [Enroll and sign-up in Totara now to learn more](#) about the college admissions process along with your tuition benefits!



BOOK DISCUSSION

A Hidden Wholeness: The Journey Toward an Undivided Life by Parker J. Palmer

Tuesday, Nov. 13 | HUB side rooms 201-202 | Noon–1:15 p.m.

In *A Hidden Wholeness*, Parker Palmer reveals the same compassionate intelligence and informed heart that shaped his best-selling books *Let Your Life Speak* and *The Courage to Teach*. Here he speaks to our yearning to live undivided lives—lives that are congruent with our inner truth—in a world filled with the forces of fragmentation.

Mapping an inner journey that we take in solitude *and* in the company of others, Palmer describes a form of community that fits the limits of our active lives. Defining a “circle of trust” as “a space between us that honors the soul,” he shows how people in settings ranging from friendship to organizational life can support each other on the journey toward living “divided no more.”

Employees who register prior to Wednesday, September 19 will receive a copy of this book. Register for this book discussion in Totara via the Gateway by enrolling in the [Book Discussion course](#) and signing-up for *A Hidden Wholeness: The Journey Toward an Undivided Life*.

Faculty, Staff & Administrative Diversity, Equity and Inclusion Workshops Schedule

REGISTER NOW IN TOTARA

September 19

MAKING THE RIGHT CALL: PRACTICING CULTURAL COMPETENCE IN THE WORKPLACE

1:30–3:30 p.m. | Kauffman 178

This interactive workshop provides staff a space to share and articulate concerns about cultural awareness, develop tools for recognizing areas for cultural learning and responding productively, increase awareness of college policies regarding speech and expression for students and personnel and gain tools to establish behavioral expectations and accountability structures with fellow campus community members (e.g., co-workers, colleagues, classmates). [Enroll and sign-up now in Totara](#) to attend this session.

RAISE

Have you had a student “come out” to you in class? Are you confused about how to ask someone for their gender pronouns? Perhaps you're hoping to make your departmental policies and procedures more inclusive! No matter your interest or reason, we encourage all aspiring allies and advocates to participate in a session of R.A.I.S.E. (Red Devils Advocating for Inclusive Spaces for Everyone)! [Enroll and sign-up now in Totara](#) for any of the sessions listed below. **All sessions are noon–2 p.m.**

- **SEPTEMBER 27:** Allison Community Room (LGBTQ)
- **OCTOBER 1:** HUB Social Hall West (LGBTQ)
- **OCTOBER 5:** HUB Social Hall West (LGBTQ)
- **OCTOBER 15:** HUB Social Hall West (LGBTQ)
- **NOVEMBER 1:** HUB Social Hall West (LGBTQ)
- **NOVEMBER 6:** Stern 102 (LGBTQ)

September 26

INCLUSIVE PEDAGOGIES: IMPLICIT BIAS, MICROAGGRESSIONS AND THE CLASSROOM

4:30-6 p.m. | Althouse 207 (PSC & WGRC)

In this interactive workshop, faculty members will have an opportunity to learn more about how important concepts like implicit bias and microaggressions appear in their classrooms and develop productive strategies for responding to them. The workshop will also provide each participant with additional resources for further

exploration and to share with colleagues. Faculty from all disciplines are encouraged to attend. [Enroll and sign-up now in Totara](#) to attend this session.

October 16

COSTUMES AND CULTURAL APPROPRIATION CONVERSATION

4:30-6 p.m. | Althouse 207 (Landis House Directors)

It seems that every year around Halloween, colleges across the country (including Dickinson) are negotiating incidents related to students' costume choices. Landis House invites all members of the faculty, staff, and administration to attend this training to learn how to more proactively assist students in avoiding potentially offensive or insensitive costumes. We encourage offices and departments to send a few representatives from their respective areas. [Enroll and sign-up now in Totara](#) to attend this program. **The maximum number of attendees is 35.**

October 18

DID YOU REALLY JUST SAY THAT? A FACULTY AND STAFF LEARNING LAB ON ADDRESSING CULTURAL CONFLICTS LUNCH & WORKSHOP

12-1:30 p.m. | Althouse 110 (PSC)

The Popel Shaw Center invites faculty and staff seeking to develop and improve their ability to respond effectively to cultural conflicts to attend this interactive workshop. **The workshop can accommodate 25 participants, and lunch is provided.** [Enroll and sign-up now](#) for this session in Totara!

October 29

INCLUSIVE PEDAGOGIES 2.0 WORKSHOP

4:30-6 p.m. | Althouse 207 (PSC & WGRC)

This interactive workshop provides an opportunity for faculty members to discuss inclusive pedagogy at the syllabus and course design level, and to consider strategies and mechanisms for making syllabi and courses more inclusive. The workshop will also provide each participant with additional resources for further exploration and to share with colleagues. Faculty from all disciplines are encouraged to attend. [Enroll and sign-up now in Totara](#) to participate in this program.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF AUGUST

Congratulations to Carol Shaffer, *Human Resource Services* for being the Physical Wellness incentive prize winner for the month of August for participation in exercise/fitness programs in 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 e-mail 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 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.

WELLNESS INCENTIVE TAXABILITY NOTIFICATION

We thank you for being an active participant in the wellness programs at Dickinson College. We value all employees and offer a variety of programs throughout the year to encourage wellbeing while offering educational, fun opportunities to engage the mind and body while creating a positive inclusive social environment for the campus community. We hope you enjoy participating in these programs and events throughout the academic/fiscal year.

In recognition and appreciation of your participation in the wellness programs, we offer healthy reward incentives. As a reminder, in accordance with IRS regulations, awards and gifts to employees from the college are considered taxable income and the college is required to withhold taxes.

The value of your incentive(s) will be added to your income through payroll, which could result in a decrease in your net pay because of additional tax withholdings on the value or dollar amount. The tax withholding will coincide with the payroll period closest to the date that you receive your annual incentive reward. Please contact payroll with any questions related to this additional withholding.

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](#)

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HUMAN RESOURCE SERVICES

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