

Vitality

Dickinson

HUMAN RESOURCE SERVICES

November 2018
Volume XIII | Issue 4

2018 UNITED WAY PACESETTER CAMPAIGN PRIZE WINNERS

Thank you all for your generous donations during the 2018 United Way Pacesetter Campaign this fall. The following prizes will be awarded via random drawings to employees who donated during the Pacesetter period of this year's campaign:

- \$50 Farmers on the Square Tokens
- \$50 Dining Services Declining Balance
- \$25 Bookstore Gift Card
- \$50 Print Center Gift Card
- Dine & Shop Carlisle Prize Package
- Lunch with the President

If you have not yet made a gift to the 2018 United Way campaign, there is still time through the end of December. All fundraising costs for the campaign are underwritten by local organizations and proceeds from Dickinson's U-Turn. Accordingly, 100 percent of every contribution funds the United Way's 42 local partner agencies, including Project SHARE, the Salvation Army and the YWCA. Employees wishing to participate in the campaign may still make their gift by sending the completed campaign form (sent through campus mail in August) to Miriam McMechen in Financial Operations. Thank you, again, to the campus community for your donations to the United Way!



One Night Without a Home— November 17, 2018

November is a month of *Thanks*—and also a month of Giving. Consider this annual event as an opportunity to give back in a different way...

Safe Harbour is seeking participants for its 16th Annual "One Night Without A Home" fundraising event scheduled for Saturday, November 17 at 7 p.m. on the campus of Dickinson College through 7 a.m., November 18.

Individuals and group leaders can obtain a registration packet for the 2018 "One Night Without a Home" by contacting Scott K. Shewell, Safe Harbour President and CEO, by telephone at 717-249-2200, or via email at sshewell@safeharbour.org.

JOIN US FOR THE
NEW YEAR
Social

New Year Social 2019—Save the Date!

Saturday, January 12

Radisson Hotel Harrisburg | 1150 Camp Hill Bypass, Camp Hill PA 17011

Invitations and details coming soon at www.dickinson.edu/newyearsocial

Benefits Information

Flu Vaccination Clinic

Administered by Wellness Center Staff

Friday, November 9

4–6 p.m. | HUB Social Hall

APPOINTMENTS REQUIRED

For fall 2018, employee's spouses and dependent children between the ages of 18-26 years may also receive the free flu vaccine on campus upon request. Click the registration link below to schedule your appointment.

Flu Vaccination Enrollment Registration Link

Reminder: Once you have scheduled your flu vaccine appointment, an automated email confirmation from Totara will be sent that includes a flu shot form link. Please remember to download, complete and print the completed form prior to your scheduled appointment and bring it with you to save time checking in upon arrival at the flu vaccine clinic.

New Hires & Retirements

OCTOBER 2018

NEW HIRES

Christopher Fernandez, *Athletics*

Patricia Ford, *Dining Services*

Mallory Griest,

Residence Life & Housing

Anders Hansen, *Office of Admissions*

Brandon Kerschner,

Enrollment Research

Diana Papa, *Children's Center*

April Hoover, *Wellness Center*

Joseph O'Shea, *Dining Services*

Charles Smith, *Dining Services*

Jennifer Wolf, *Organic Farm*

RETIREMENTS

We wish Dave Nelson well as he retires from Dickinson with 28 years of service to the college on November 9.



GET THE MOST OUT
OF YOUR BENEFITS!

Where to Get Your Flu Shot

You can get your flu shot from your doctor or one of our contracted flu shot providers.

You can also log in to your secure member website at www.aetna.com to locate a provider.

- Click on "Find a Doctor, Dentist or Facility."
- Search for "Find a Flu Shot/Vaccine Provider."

These providers accept our coverage. Just show your ID card.

LOCAL PHARMACIES:

- **CVS**, 1-888-607-4287
<https://flushot.cvs.com>
- **Kmart Pharmacies**
<https://pharmacy.kmart.com/shc/PharmacyFinder.do>
- **Rite Aid Pharmacies**, 1-800-748-3243
<http://www.riteaid.com>
- **Target Pharmacies**
<http://www.target.com/pharmacy/main>
- **Walgreens Pharmacies**, 1-800-925-4733
<http://www.walgreens.com/storelocator/find.jsp>

For more information, call the number on your ID card with any questions.

For information about flu prevention, visit the Centers for Disease Control and Prevention (CDC) website at www.cdc.gov/flu.

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** through the **Aetna Medical Consumerism** course on dates shown below:

- **MONDAY, NOVEMBER 12**
HUB Mary Dickinson Room, noon–4 p.m.

Retirement Information

Compliance Announcements & Reminders

EMERITI 2017 SUMMARY ANNUAL REPORT

The 2017 Summary Annual Report for the Emeriti Retiree Health Plan has been completed. This report reflects the financial condition and the transactions of the plan for January 1, 2017 through December 31, 2017. You may print and or view a PDF version of this report at: www.dickinson.edu/plandescrptions or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

TAX DEFERRED ANNUITY & DEFINED CONTRIBUTION RETIREMENT PLANS 2017 SUMMARY ANNUAL REPORTS

The 2017 Summary Annual Report for the Dickinson College Tax Deferred Annuity and Defined Contribution plans has been completed. These reports reflect the financial condition and the transactions of the plan for January 1, 2017 through December 31, 2017. You may print and or view a PDF version of this report at: www.dickinson.edu/plandescrptions or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.



NOVEMBER 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.

- **NOVEMBER 6**
noon–1 p.m.: Special Topic Series 2: The 411 on 529 College Savings Plans
- **NOVEMBER 13**
noon–1 p.m.: Special Topic Series 1: Estate Planning – Taxing Matters
3–4 p.m.: Start to Finish: The Early Career Women's Guide to Financial Wisdom
- **NOVEMBER 14**
noon–1 p.m.: Special Topic Series 2: Demystifying Life Insurance
3–4 p.m.: Halfway There: A Retirement Checkpoint
- **NOVEMBER 15**
noon–1 p.m.: Special Topic Series 2: A View from DC—What the Midterm Results Mean for 2019
3–4 p.m.: Tomorrow in Focus: Saving for Your Ideal Retirement

VIEW AVAILABLE TIAA WEBINARS

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

Retirement Planning Sessions

FIDELITY INDIVIDUAL COUNSELING SESSIONS

A Fidelity representative will be available during the upcoming spring semester on:

- **TUES., NOV. 6**
Mary Dickinson Room, HUB
- **WED., DEC. 12**
HUB side room 203

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.–4 p.m.

TIAA INDIVIDUAL COUNSELING SESSIONS

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

- **TUES., NOV. 27**
HUB side room 201
- **MON., DEC. 17**
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.

Community Programs & Events

17TH ANNUAL CENTURYLINK TURKEY TROT 5K RUN/WALK

Thursday, November 22 | 9 a.m. | Carlisle Family YMCA

Are you looking for a great way to enjoy family, friends and fitness this Thanksgiving? Then look no further than the CenturyLink Turkey Trot—the premiere Thanksgiving Day race. The 5K Run / Walk starts and finishes at the [Carlisle Family YMCA](#). For more information, call (717) 243-2525 ext. 230 or, visit the Carlisle Family YMCA webpage to register now online: [2018 CenturyLink Turkey Trot Registration Link](#).

THE HANDLEBAR
BICYCLE CO-OP



Dickinson

Outdoor Gear Maintenance

Cody Rosenbarker, Sustainability Learning Coordinator

With the weather getting colder, are you ready to store your outdoor gear for the winter months? Are you looking to maintain your gear to get you through the winter? At the Handlebar Bicycle Co-Op we aim to provide meaningful service, community building, and resource sharing all while learning together, and it is meant for you! Faculty and staff are always welcome at the Handlebar in whatever capacity. Bring your bike, your kids' bikes, volunteer, or just get to know students in a different capacity.

The Handlebar believes in equitable access, affordability, and a strong sense of community. We increase social and environmental consciousness through hands-on learning, networking, and teaching. These programs help students put what they are learning in the classroom into practice! Come help, help yourselves, and show support for the Biking@Dickinson community by coming to our open hours on Monday 4:30–6:30 p.m., Tuesday 2:30–4 p.m., and Thursday 4:30–6:30 p.m.!

Autumn Safety Tips

Daniel Berndt, Safety and Emergency Management Specialist

Until recently, the weather didn't feel much like fall; however, regardless of how the weather behaves, there are a few safety aspects to consider when thinking about Autumn. Whether you're enjoying the changing scenery with an afternoon walk, driving to/from work or raking fallen leaves at home, here are a few helpful safety tips to remember:

- **Raking leaves:** This is no different than any other workout activity at the gym. Remember the following:
 - **Warm up** – a few gentle stretches and a short walk around can save you from pain and discomfort later.
 - **Use appropriate tools** – Use lawn rakes that are the appropriate height and weight or consider assistive devices, such as leaf blowers and lawn mowers, which alleviate some of the burden on you.
 - **Make it a work out** – Don't make your back do all the work, bend with your knees and lift with your legs, and avoid twisting. Remember to keep your back straight (neutral spine).
 - **Switch it up** – To avoid using the same muscles, try switching sides every few minutes to avoid muscle fatigue.
 - **Pace yourself** – Remember to take regular breaks.
- **Leaves on the road** can create a slippery hazard, especially after a recent rainfall.
- **Use caution** – Slow down when driving on roads with fallen leaves and give yourself extra room to brake, just as you would in snowy conditions.
- **Wet surfaces and other falling debris** (e.g., twigs, nuts, etc.) can also increase the risk of slips, trips and falls. Remember to wear appropriate footwear and pay attention to where you're walking. We are blessed with a great Grounds Staff on campus who help keep our walkways clear; however, they cannot be everywhere all the time.
- **Later sunrises and earlier sunsets** can also present their own challenges from a lighting, visibility, and safety standpoint.
 - **As a Driver** – Do a walk around of your car to ensure all your lights are working. Also, be mindful of pedestrians who may be harder to see in lower light situations—the opposite holds true as well.
 - **As a Pedestrian** – Consider wearing bright, reflective clothing at night, stay alert to approaching or turning vehicles, and remember to make eye contact with drivers and don't walk until traffic stops.

MORE SEASONAL SAFETY TIPS CAN BE FOUND AT:

- https://safety.lovetoknow.com/Fall_Season_Safety_Tips
- <https://www.quickenloans.com/blog/autumn-safety-tips-protect-matters-fall>
- <http://www.safebee.com/home/safebees-top-10-fall-safety-tips>

Lung Cancer Prevention

What you should know...

- Lung cancer is the second most common cancer in both men and women
- Lung cancer is by far the leading cause of cancer death among both men and women
- 1 in 15 men and 1 in 17 women will develop lung cancer in his/her lifetime

7 TIPS TO REDUCE YOUR RISK

1. Quit smoking
 - *Set a quit date*
 - *Remind yourself why you are quitting*
 - *Find a quit buddy*
 - *Prepare for a quit day*
 - *Leverage support groups*
 - *Talk to your doctor about smoking cessation aids*
2. Avoid secondhand smoke
3. Test for radon
4. Avoid carcinogens
5. Eat plenty of fruits and vegetables
6. Exercise
7. Get screened

Source: UPMC Pinnacle Healthy Highlights – October 2018

Farm2Table

Presented by Courtney Hager, RD

Monday, November 5 | HUB Social Hall West | noon–1 p.m.

This **Farm2Table** nutrition session will include recipes for favorite local fall produce—from pumpkins and squash to chick peas and mushrooms! Register now to learn preparation of simple, quick nutritious recipes to share this fall with friends and family. Enroll and sign-up now in Totara under the [Nutrition Info Sessions](#) course!

Eldercare—The Sandwich Generation

Presented by Dana Berg-Grala, LPC NCC CADC

Monday, November 12 | HUB Social Hall East | noon–1 p.m.

Providing effective care for a parent who is aging can be a difficult transition that presents many challenges as well as rewards. Trying to navigate a parent's needs such as financial, legal, social, and overall wellness including both physical and mental health can create new obstacles for finding balance in one's own life. It is important for caregivers to feel educated and supported in this process so they can attend to both their parent's and their own needs.

Please join us for a discussion where we'll cover an overview of some of the specific challenges caregivers face and we can share tips, suggestions, and resources that can help you provide care not only for your aging parent, but also for yourself in the role of a caregiver. Enroll and sign-up now in Totara under the [Stress Management](#) course!

Franco Psychological Associates, the college's Employee Assistance Program provider, will be offering this information session on eldercare!

Free Blood Pressure Screenings

**MONDAYS, FALL SEMESTER 2018: November 19, December 17
noon–1 p.m. | Mary Dickinson Room**

Walk-in, no appointment needed!

Diabetes Overview

Presented by UPMC Pinnacle Carlisle

Tuesday, November 27 | noon–1 p.m. | HUB Social Hall West

Just what is diabetes? Learn about the different types of diabetes as well as common symptoms and the diagnosis of diabetes. Discussion will include nutrition, healthy food choices and meal planning in addition to why increasing your physical activity is key to combating and controlling diabetes once diagnosed. Hear about the impact of weight management and how this connects with controlling diabetes as well. Enroll and sign-up now in Totara under the [Wellness Info Sessions](#) course!

TUX - User Services Technology Outreach

Andrew Connell, Director of User Services

Library and Information Services collectively implemented several large changes this past summer, thus User Services is undertaking an outreach program this semester titled *Talking User eXperiences* (or TUX for short) to assist anyone who may have lingering technology-related issues or if we may be of service for any potential departmental projects. TUX consists of three separate aspects:

1. LUNCH & LEARNS

Lunch & Learns are brief noontime sessions for bringing a bag lunch and finding out more about a campus technology or service. All Lunch & Learns will be held in the **HUB Social Hall East from noon-1 p.m.** and are *OPEN TO ALL!* Here are the dates and topics:

Wednesday, November 14

WHAT TO LOOK FOR WHEN PURCHASING A HOME OR COLLEGE-USE COMPUTER

Presented by Isaac Lopp

Have you ever wondered what to look for when purchasing a machine for personal use, classes, friends and family? Do you get lost in all the technical oddities from RAM to Processor to Hard Drive? How about where to find the best deals and discounts? Find out how to navigate purchasing a new computer.

Wednesday, November 28

TASK MANAGEMENT APPLICATIONS

Presented by Andrew Connell

Do you have a ton of things to do and need an easy way to keep on task? Do you have a group which needs a way to address a cascade of tasks for a project? This will not make you a project manager but will show you several tools available to you to help keep yourself, or a group, organized.

[PLEASE CLICK HERE TO ENROLL AND SIGN-UP IN TOTARA TO ATTEND THESE LIS LUNCH & LEARNS.](#)

2. DEPARTMENT MEETINGS

For faculty or administrative departments who feel a brief visit to a future meeting for the purposes of discussing any technical challenges and/or project involvement would be helpful, please contact Andrew Connell or Isaac Lopp, and either would be happy to attend when it best suits your agenda.

3. COFFEE & COLLABORATION

Additionally, we realize department meeting time is valuable, so Andrew and/or Isaac will also be available for informal questions or discussions (again, about any technology-related questions and/or potential project involvement) at the **Quarry from 9-10 a.m.** on the dates listed below. Feel free to stop by and say hello.

- **WEDNESDAY, NOVEMBER 14**
- **THURSDAY, NOVEMBER 15**
- **WEDNESDAY, DECEMBER 12**
- **THURSDAY, DECEMBER 13**



FOSTERING INCLUSIVITY

INTERCULTURAL SPIRITUALITY SERIES

Faith and Practice: How to Be a Perfect Stranger

Building Interfaith literacy is an important component of Intercultural competency. We believe that successfully learning to navigate conversations about religious and spiritual diversity happens by enhancing religious literacy. Religious literacy is enhanced by understanding others faith traditions and faith practices. In this series Faith and Practice: How to Be a Perfect Stranger we will have the opportunity to listen to people of faith talk about their own tradition, share a practice of that tradition and then spend some time in a question and answer session to increase our understanding.

Enroll and sign up now in Totara under the **Building Interfaith Capacity** course for any of the sessions listed below. **All sessions are on Thursdays from noon–1 p.m in Stern 102.**

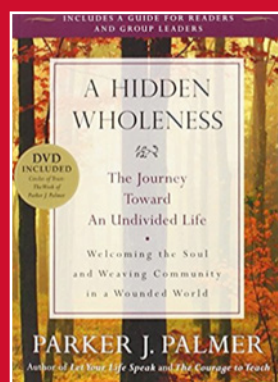
- **NOVEMBER 15**, Islam, Muslim Practice
- **DECEMBER 13**, Judaism
- **FEBRUARY 21**, Sikhism
- **MARCH 21**, Bahaimism
- **APRIL 18**, Hinduism

Navigating Dickinson Quarterly Orientation Session for Newly Hired Employees

Friday, November 16
Stern Center, room 102 | 8:45 a.m.–1 p.m.

The Navigating Dickinson Orientation Session introduces newly hired staff to the college community. This quarterly session focuses on the broader college community providing a cross-divisional perspective of how the departments and divisions function. A walking tour and lunch are included.

TO REGISTER: Please select the Totara icon in the **Gateway**. Once in Totara, select “Find Learning” on the top ribbon and then select courses from the drop down list. Search for “Navigating Dickinson”. Click on the course and then click on “Enroll Me” to enroll. After enrolling, select the date you wish to attend and click “sign-up” on the far right side. Review the detail and be sure to check the self-authorization box in the center of the page. You may select to receive an email with ICalendar appointment confirmation, email only or do not send confirmation. Click “Agree and submit” button at the bottom of the screen. Your booking is complete.



Book Discussion

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

Tuesday, November 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.”

Enroll and sign-up to attend this book discussion in Totara by searching on the course key words **Book Discussions**.

Communication Links, Announcements & Reminders

PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR MONTH OF OCTOBER

Congratulations to **SHERI DAVIS-CORDELL, EDUCATION** for being the Physical Wellness incentive prize winner for the month of *October* for participation in exercise/fitness programs in *September*. 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 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](#)

Dickinson

HUMAN RESOURCE SERVICES

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