Volunteer Time Off Program

by Wendee Dunlap

Feeling low? Dissatisfied with life? Suffering from a case of the blues? The remedy may be as simple as volunteering for a local charity, as one College employee discovered after she took advantage of Gettysburg’s new Volunteer Time Off Policy.

Angie Perez, Admissions Office, first learned of the new policy during the spring all-campus meeting in March. Implementation of the policy took place June 1, and she used her Volunteer Time Off that very month. Motivated by a Support Staff Digest post asking for help, Angie used her time at the Gettysburg Community Soup Kitchen, an organization she and her children had volunteered with occasionally in the past. She explained, “I was going through a trying time, so I thought I should do something to help my attitude and see that my situation was not that bad. Also, I grew up here and felt I had gotten out of touch with my community.” Since that time in June, Angie continues to volunteer at the Soup Kitchen about every other week, on her own time. She says that they are always in need of more help. Angie firmly believes that more people should volunteer, other than through the College.

While I have also been volunteering for various organizations and charities as long as I can remember, my own experience here was volunteering for the Adams County Farmers Market Association. Excited about the Volunteer Time Off Policy, I was unsure which organization to choose, so chose inertia until prompted by a Support Staff Digest post seeking someone to assist with the Association’s debit/EBT machine on any Friday when the market is set up at the Gettysburg Outlets. I discovered that the process to request paid time off is simple, consisting of a short, one-page form that needs to be signed by a supervisor and sent to Human Resources.

I enjoyed my day at the market; my presence there enabled the market’s manager to leave for her second job. I met new people and enjoyed assisting the customers that did not have cash for the market. The best thing I learned that day was that customers using their EBT (electronic benefit transfer) card would get their amount doubled (up to $10); fresh food can be cost-prohibitive to many people. Before I left that afternoon, the manager pulled out her schedule and asked if I could help any other open days, so I actually volunteered another Friday on my own time a couple of weeks later.

Angie and I both encourage you to look into this program. Studies have shown that volunteer work enhances all aspects of well-being: happiness, life satisfaction, self-esteem, sense of control over life, physical health, and depression. Those people who have greater well-being then invest more hours in volunteer service [J Health Soc Behav; Jun 2001; Thoits, PA]. Currently, employees must choose from one of the thirty community partners listed on the Volunteer Time Off Policy webpage. In the future, more organizations may be allowed. If you have any questions, please contact Jen Lucas in Human Resources or visit the webpage at https://www.gettysburg.edu/about/offices/president/hr/benefits/gettysburg-college-volunteer-time-off-policy.dot
New Home of Economics and Africana Studies  (339 Carlisle Street)

Their new location houses 15 faculty offices (12 Econ, 3 AFS), two Administrative Assistants (one Econ, one AFS), one 20-seat conference room, one 27-station Econ computer lab, one 10-station experimental lab, and two student lounges (one Econ, one AFS).
The Importance of Being Financially Fit

Attributed to: Julia Foley, CFP®
Vice President & Senior Wealth Planner
PNC Wealth Management

As the New Year approaches, people often renew a focus on physical health and fitness. Just as you meet regularly with your doctor to check the status of your health, it's important to schedule an annual financial check-up, too.

A well-balanced financial plan takes time to create and dedication to keep in place. A yearly review gives you the opportunity to reevaluate your goals and overall financial strategy on a regular basis. You can measure your financial fitness with the following simple steps:

**Weigh in.** Review your current financial strategy to determine if you have an individually structured plan that takes into consideration your short- and long-term goals, cash flow and liquidity, investments, and financing. Are you on target to meet the goals you've set for yourself? Are you saving enough to cover the effects of inflation and changing tax rates? Do you have newly acquired wealth? Your check-up should include necessary revisions to the staples of any wealth management plan: leveraging 401(k) plans, updating wills, durable power of attorney, insurance and trust and estate administration.

**Plan a Workout.** Managing your personal or business wealth requires a depth of knowledge in multiple disciplines and can be just as complex and time-consuming as training for a marathon. Is your investment plan diversified and does it include allocations to a variety of asset classes, management by multiple investment fund managers and employ a mixture of strategies? Your review should consider investment vehicles such as mutual funds, bonds, stocks and insurance.

Don't forget about the role that debt - such as mortgages and short-term credit liabilities – plays in your financial plan. As your debt increases or decreases, aspects of your financial plan may need a balance adjustment.

**Get lean.** Do you have investments at many financial institutions? Find one “personal financial trainer” that can offer you a variety of the services and products you need, and work toward consolidating your assets there. Housing your finances with one institution lets you build a relationship with one team of advisory specialists who know you and can help to develop a comprehensive financial plan that works for you and your family. Together you can set up a diversified portfolio to help reduce risk and includes your expectations of income, liquidity needs, time horizons, communication preferences, risk tolerance and investment categories of equities, fixed income and cash.

**Build Strength and Stamina.** With healthier people, life expectancies are increasing, making a sound retirement plan crucial. You should consider the results of using distributions from your retirement plan during life versus distributing to your descendants and such important issues as timing of the distributions and income or estate taxation.

Insurance is a unique financial tool that can give you protection of assets from loss or damage and can be used to solve both personal and business financial problems. It can be used as liquidity for taxes or reduction of debt. There are four types of insurance to consider based on appropriateness, coverage adequacy and cost: liability, life, disability, and long-term care.

**Enjoy life.** How much or how little you invest today affects your future plans. Continually try to increase the amount you invest every month and maximize participation in 401(k) plans and/or IRAs. When you receive a raise, tax refund or other windfall, add all or part of it to your monthly savings and investment plan.

**Stay financially healthy.** Meet with your “personal financial trainer” every six to 12 months. Inform him or her of any major life changes for advice on how to stay on track with your finances.

With a clearer understanding of your complete financial picture, you can create a realistic financial plan to help achieve your goals and manage your wealth. Schedule your annual financial check-up today to confirm your healthy financial future.

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Dates to Remember

Nov. 12 – E-Reader BBL with Jeremy Garskof and Jess Howard (Library room 014)
Nov. 15 – FASH sponsored by the SSC and AAC 4-6pm (Science Center Lobby)
Nov. 26, Dec. 3 and 5 – Multiphasic Blood Screening (CUB Ballrm)
Dec. 6 – Wreath Making BBL (CUB 126)
Jan. 10, 2014 – Bingo BBL (CUB 260)
Jan. 11, 2014 – President’s Support Staff Dinner (Eisenhower Inn)

Getting To Know You...

We asked a few members of the Support Staff Council:

- With no obstacles in your way, where would you go on your dream vacation and who would you take along?
- Who in your life influenced you in a positive way the most?
- If you had the power to change just one thing about the world, what would it be?
- What’s on your bucket list?

**Elaine McCauslin, President’s Office**
- New Zealand and I would take my family.
- My parents.
- Violence of any kind.
- Travel the US and Abroad.

**Wendee Dunlap, Annual Giving**
- The means and ability to travel anywhere, anytime, with whomever.
- My maternal grandmother.
- Gas/electricity/fuel-of-any-kind would be so cheap as to be free.
- I don’t have a bucket list. That requires some sort of planning.

**Chad Brodbeck, Dining Services**
- Spain and my lovely wife.
- My mother and my Chief Warrant Officer in the Army.
- Congressmen’s retirement salary.
- To visit Spain with my family, complete an Ironman, spend two weeks in Honduras harvesting coffee, run a 5k with my daughter when she gets old enough to compete.

Janet’s Post

Last May the Diversity Commission provided me with a report on those initiatives that they thought were of highest priority as we continue to work to enhance diversity, equity, and inclusion at Gettysburg College. One of the Commission’s recommendations was that we hire a chief diversity officer to help us advance the college community’s efforts. This is a recommendation that I was pleased to receive and one which I was prepared to act upon this fall.

Given the importance of this search, I felt that we should employ an executive search consultant to assist us, and we have hired Dr. Kim Morrisson from Diversified Search as our primary search consultant. Dr. Morrisson will be visiting our campus on Friday, November 8th, to host a series of meetings to learn more about our community and to help identify the qualifications and characteristics that we think are important for Gettysburg’s chief diversity officer. I invite you to attend an open forum meeting with Dr. Morrisson on November 8th from 2:00 to 2:45 p.m. in the Penn Hall third floor Lyceum. In addition, there will be a special session for faculty and staff from underrepresented groups from 1:15 to 2:00 p.m. in the Penn Hall third floor Board Room.

I hope that many of you will take advantage of the opportunity to become involved in the search process by attending these meetings and sharing your ideas and suggestions. The findings will provide the foundation for the position profile that will be used to recruit candidates. We hope to invite finalists to campus in early spring for on-campus interviews in which you will all be invited to participate.

If you have any questions or thoughts about this search that you’d like to share with me directly, please feel free to be in touch.

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<th>New Support Staff</th>
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<td><strong>Name</strong></td>
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<td>Amy Oleksak</td>
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<td>Ashley Welty</td>
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<td>Jesus Carrero-Martinez</td>
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Pillars Staff:
- Kim Breighner
- Wendee Dunlap
- Cindy Helfrich
- Linda Miller
- Karen Re
- Joyce Sprague
- Andrea Switzer
Additional pictures of 339 Carlisle St.
Africana Studies Dept.

Stairwell on 2nd floor, from AFS to Econ.

Africana Studies Lounge
Baby Photo Contest

Guess the support staff baby pictures!

RULES OF THE CONTEST

- Twenty photos were submitted for the contest. Match the photos to the list of names (there are more names than photos, just to be tricky).
- Send in your submission to campus box 399 by FRI NOV 22 to be eligible to win a gift card prize -- $40 for first place, $30 for second, and $20 for third.
- Only support staff are eligible to enter the contest.

Entry Name ___________________________    Email ___________________________

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20. ___________________________

NAMES  Remember, there are more names than photos, just to be tricky.

Cathy Bain, Civil War Era Studies
Brian Herrell, Facilities
Carol Priest, Religion, Philosophy, LAS
Kathy Ambrose, Education
Maria Shellenhamer, The Commons
Carrol Hoover, Counseling Services
Deb Small, Grounds Crew
Paula Baer, Johnson Center, Asian Studies
Wendee Dunlap, Annual Giving
Karen Re, Human Resources
Chad Brodbeck, Dining Services
Linda Miller, English Department
Shirley Aldrich, Religious & Spiritual Life
Deb Wagner, Major & Planned Giving
Carla Pavlick, Political Science
Jim Baer, Maintenance Services
Kim Breighner, IT
Dian Cramer, Health Services
Sue Moyer, Orange & Blue Club
Vicki Smith, Post Office
Carol May, Dining Services
Joyce Sprague, WGS Studies
Nick Heller, HVAC
Beth Mattern, College Life
Stephanie Sanders, IT
Pam Eisenhart, President's Office
Joyce Topper, Housekeeping
Carol Coon, Theatre Arts
Diane MacBeth, Sunderman Conservatory
Paul Miller, IT
Donna Plank, Chemistry Department
Andrea Switzer, Sociology & Anthropology

Submit your entry to campus box 397 by FRI NOV 22 to be eligible to win.