

Volume XXX, No. 18

Finally, all of you, have unity of spirit, sympathy, love of one another, a tender heart, and a humble mind.

May 8, 2008

—I PETER 3:8 (NRSV)

Intercom deadline

The deadline for each issue of the *Intercom* is 4 P.M. Tuesday. To help us ensure the speed and accuracy of production, please use the *Intercom* e-mail address, intercom@messiah.edu, or the user-friendly submission form on the *Intercom* website at www.messiah.edu/intercom/submit.html to send in information. If you have questions, please call the office of marketing and public relations at ext. 7342.

Campus people

Seng Beck, finishing technician/delivery coordinator for College Press, will be part of a mission trip to Nicaragua sponsored by the Slate Hill Mennonite Church and the Spanish Mennonite Council this June. The intent of the mission trip will be to build a church sanctuary, bathrooms and showers, and a foundation for a dormitory near the city of Leon, Nicaragua. There will be 16 people going on the trip from the Slate Hill Mennonite Church. Seng's welding and metal working skills will help the team as they build the roof structure. Seng and his son, Max, will be attending this mission trip between June 13 and June 20.

Bill Deal ('04), adjunct instructor in chemistry, was awarded the Whalen Outstanding High School Chemistry Teacher Award at Education Night sponsored by the Southeastern Pennsylvania Section of the American Chemical Society at Penn State University, Harrisburg on April 29. Bill is being recognized for his work as a high school chemistry teacher at Mechanicsburg Area Senior High School, and is currently working towards his masters of science in educational leadership and policy at Shippensburg University.

Distinguished Professor of Art **Kathy T Hettinga's** work is in the exhibition, "The Peace. Salaam. Paco. Shalom. Friede. Rauha. Mir." The international artwork exhibition project is on the move following its recent exposure at Al-Kahf Gallery, in the centre of Bethlehem, Palestine, during March and April 2008. The exhibition will be exhibited in May in the United Arab Emirate of Sharjah at the UNESCO Regional Centre. Comprising fifty artworks from local, national, and international artist from Iraq, Iran, Bosnia, Singapore, Finland, Bahrain, the United States, the United Kingdom, Yemen, Australia, UAE, Syria, Lebanon, Pakistan, Sudan, Kuwait, Saudi Arabia, the exhibition is a fascinating encounter with makers on the theme of peace, and all that is encapsulated in the word, to include ideas about the nature of well-being in the local/global context.

Ken Mark, director of the Oakes Museum, was a panelist on Small Museum Day at the Annual Conference of the American Association of Museums in Denver, Colo. The panel topic, which was endorsed by the AAM Small Museum Administrators Committee, was "Human Resources for the Small Museum." Attendees found Messiah's public human resources forms to be very helpful.

John Reid Perkins-Buzo, assistant professor of film and media production, had his recent film "Homecoming" selected for the Juried Section of the University Film and Video Association's Annual National Conference and Film Festival, to be held at Colorado College in Colorado Springs, on Aug. 12 to 16. The University Film and Video Association (UFVA) is the international organization for artist-educators working in film and media throughout North America. The selected films are judged by members of the UFVA, which includes artist-educators from the major film schools in the U.S. (USC, NYU, UCLA, Northwestern, etc.).

Paul Rego, assistant professor of politics, has published his book, “American Ideal: Theodore Roosevelt’s Search for American Individualism,” through Lexington Books.

Retirement reception planned for employee

There will be a retirement reception for Bob Barrett, assistant professor of mathematical sciences, on Monday, May 12 from 2 to 4 p.m. in the lobby of Frey Hall. Bob has served Messiah College and the mathematical sciences department for 42 years. Join us as we honor Bob. Feel free to come and go as you have time and give him your best wishes.

2008 Commencement information for employees

The Commencement Committee is pleased to announce the 2008 Commencement schedule of events. Faculty, staff and administrators who are participating in the ceremony will soon receive additional details regarding their roles from the president’s office and provost’s office. However, the schedule, along with employee parking information, which is attached to the end of this issue of the “Intercom,” provides a helpful overview of the weekend’s events for the entire campus. Additional details are available on the Commencement website at www.messiah.edu/commencement. If you have any questions regarding Commencement, please contact Carla Gross, co-chair of the Commencement Committee, at ext. 6940, or the conference and events services office at ext. 6009. Thank you to all campus employees who have been planning and working diligently for the past several months to make Commencement 2008 a wonderful experience for graduates and their families!

Key return reminder outlined

The key services department would like to remind all staff that have been issued keys to any doors or buildings on campus for use through May 31, to return them to the dispatch office in Eisenhower Campus Center as soon as your need for them is done. Any lost key is to be reported immediately to the dispatch office. Please refer to the key policy that is attached to the key request form on MC Square if you have any questions. In addition, if you have students that work under your supervision that have been issued keys, please encourage them to return them to dispatch as soon as possible. Most keys are expected to be returned before the end of the semester. Please contact key services at ext. 7372 or keyservices@messiah.edu if you have questions or are unsure of your expected key return date.

Media services posts summer hours

Media services summer hours will be effective Monday, May 19. The summer walk-up counter hours for media services will be from 8:30 a.m. to 3 p.m. Please plan your borrowing needs accordingly.

Fall semester calendars available

In order to assist you with the preparation of your syllabi, the fall semester calendars are now available on-line via the Faculty Services Channel on the portal or the faculty services website. These are available in either PDF or Word format. Hard copies are also available in the faculty services office. Semester calendars are formatted for either M/W/F or T/Th class schedules. Please contact Diane Hunsinger, faculty services supervisor, ext. 3895 with any questions.

Local florist offers employee discount

The Blossom Shop Florist, 43 South Baltimore Street, Dillsburg, offers you 10 percent off any in shop sales and local deliveries for all of the needs that you need for mom. Find all the other employee discounts at www.messiah.edu/discount/index.html.



HUMAN RESOURCES

Information sessions offered for health insurance changes
Open enrollment for employees begins May 6

► **Positions available**

Campus Events Summer Workers, Temporary

► **Birthdays**

Information sessions offered for health insurance changes

The Messiah College health insurance plan has changed for 2008-2009. Please see the attachment at the end of this “Intercom” for more details, including information about scheduled employee information sessions.

Open enrollment for employees begins May 6

Open enrollment is your opportunity to evaluate and change your benefits package. Open enrollment will run through Friday, June 6. Please see the attachment at the end of this “Intercom” for details. Please contact Su Pottiger, manager of benefits, at ext. 7085 if you have any questions.

Position available

Campus Events Summer Workers, Temporary — The department of campus events currently has openings for campus events summer workers. These are temporary, 40 hours-per-week, first shift dorm custodial positions beginning as early as Wednesday, May 14 and lasting through Saturday, Aug. 30. Job responsibilities including dusting, vacuuming, cleaning restrooms, as well as other cleaning duties as required. Candidates must share the enthusiasm of being a part of a college community as well as have the ability to interact with conference guests. To apply, please complete an application available through human resources or online at www.messiah.edu/offices/hr/forms/General_Empl_Appl.pdf. Job-related questions should be directed to Randy Heintzelman, campus events residence supervisor, at ext. 7227.

Happy birthday!



05/18: Chris Bittinger, Liz Shoenfelt

05/19: Joanna Matlak, Karen Paulus, Susan Plissey, Alex Quigley, Scott Scaramuzzino

05/20: Larry Mylin, Debbie Owen, Rebecca Sheetz, Geof Weisenborn

05/21: Jennifer Billman, Sherry Deardorff, David Owen, Deborah Tepley

05/22: Carol Hall, Holly Myers, Brinton Rutherford

05/23: David Hietala, Glen Pierce, Sheila Rodriguez, Ann Rohrbaugh

Announcements

For sale:

Complete stained glass beginners set — Used on one project and in excellent condition! Glass organizer, Mount Olympus Zeus Grinder, Inland caddy for pliers, soldering iron, foil, pliers and brushes, two pair running pliers, Inland TempTrol 100 Soldering Iron, 10 Sheets of glass; foil, 60/40 wire solder, big cleaning brush, mosaic mold and stepping stone mix; **Chemical Supplies** — Flux (and flux brush), finishing compound, copper patina, flux and patina remover, glass cutter oil; **Two books** — “Mosaics,” and “Stained Glass Basics.” For more information, contact Lisa Trobaugh 691-1643 or at thetrobaughs@mac.com.

Wanted:

Live-in nanny for 2008 to 2009 school year — Single father of three (ages 6, 8, and 10) is offering free room and board in exchange for moderate assistance with three children. House is located in Etters, Pa. (less than a 15 minute drive from campus). Responsibilities and compensation are negotiable. Contact Steve at smusti@messiah.edu.

Rabbit hutch — With or without occupants. Contact uschreff@messiah.edu.

Outside organization announcements:

The Grantham Women's Club to meet May 12 — Mark Lehigh will present a program on “Wild Flowers Photography” at 7:30 p.m. at the church located at 421 Grantham Road. Bonus Books will be available at the meeting or by calling 766-5827.

Grantham Church yard sale set for May 24 — Employees of the Messiah College community are invited to participate in the Grantham Church and Community Yard Sale on Saturday, May 24, being held at the church from 8 a.m. to 1:30 p.m. The cost is \$15 for one space and \$25 for two spaces. Proceeds of the yard sale will benefit the Outreach Ministries of the church. For more information and a registration form, please contact Lois De Roos at either 697-5843 or e-mail lannderoos@aol.com. Remember your “junque” may be someone else's treasure!

Reflection

In quiet places, reason abounds.

ADLAI E. STEVENSON

American politician

Scroll down for attachments

2008 Commencement Schedule of Events

Friday, May 16

7:00-8:30 p.m.

Baccalaureate Service

Brubaker Auditorium, Eisenhower Campus Center

Please note that effective this year, Baccalaureate now requires tickets for entry to give priority to graduates and their families in Brubaker Auditorium. More details are available at www.messiah.edu/commencement/bacc_faq.html.

8:45-10:00 p.m.

Baccalaureate Reception for Graduates and their Families

Hitchcock Arena, Sollenberger Sports Center

All members of the Community of Educators are strongly encouraged to attend the Baccalaureate reception, and to meet and congratulate graduates and their families near their academic department flags.

Saturday, May 17

7:00-8:30 a.m.

Continental Breakfast for Graduates

Lottie Nelson Dining Room, Eisenhower Campus Center

8:30 a.m.

Commencement Field Opens to Guests

8:00-10:00 a.m.

Student Lineup and Processional

Hitchcock Arena

8:30-9:00 a.m.

Platform Participants Briefing

Climenhaga 134

9:00-9:15 a.m.

Community of Educators Report for Lineup for Processional

Climenhaga Fine Arts Center Courtyard

10:00 a.m.-noon

Commencement Ceremony

Shoemaker Field, Starry Athletic Complex

Noon

Reception for Graduates

Creekside Lawn, Starry Athletic Complex

Inclement Weather

The Commencement ceremony is planned as an outdoor activity, and the College's strong preference is to hold the ceremony outside at the scheduled time. In the case of mildly inclement weather, the ceremony will proceed as scheduled. If the inclement weather is severe, an alternative schedule according to one of the below options will be followed:

Option A: If the inclement weather is severe, but of a passing nature, the College will postpone the ceremony until 1:00 p.m. At that time, the ceremony will be held at the outdoor athletic complex as planned.

Option B: If the inclement weather is severe and is NOT of a passing nature, the College will hold two abbreviated indoor ceremonies—one at 11 a.m. (Education and Social Sciences; Humanities) and the other at 2 p.m. (Arts; Mathematics, Engineering and Business; and Health and Natural Sciences)—both in Brubaker Auditorium. In the event this option is enacted, seating will be limited inside the auditorium, and some guests may need to be directed to view the Commencement ceremony live via closed-circuit television in Lottie Nelson Dining Room, located on the second level of Eisenhower Campus Center.

A decision regarding any potential changes to the schedule will be made by 6:00 a.m. on Commencement day. Announcements regarding the schedule—**and any resulting instructions for ceremony participants**—will be posted on the College’s phone hot line, (717) 691-6084, and on the College’s website at www.messiah.edu/commencement.

Employee Parking

Prior to the Baccalaureate service and reception, traffic personnel will direct guests to designated parking areas on campus. **College employees do not receive reserved parking for Baccalaureate.** The Department of Safety asks that all guests walk from where Traffic Control directs you to park. (Shuttle service will *not* be provided Friday evening.) To avoid safety hazards, please do not stop in the middle of the roadway to drop off your party. If you have questions regarding parking or drop-off locations for guests with a disability, please contact Parking Officer Stephen Smith at ext. 6744.

For Commencement day, members of the Community of Educators and other employees who are marching in the processional or participating in the Commencement ceremony will receive a reserved parking pass via campus mail. **Employees must show their parking pass to park in a reserved area such as the Old Main/Climenhaga lot.** All other employees who will be working the Commencement ceremony should ask their supervisor where their designated parking area will be that day. A shuttle service will transport all other guests between their parking areas and the athletic complex both before and after the Commencement ceremony. Special transportation, however, will be available for those guests requiring assistance between the shuttle drop point and the ceremony site.

Due to the significantly increased volume of traffic on campus for both Baccalaureate and Commencement, all employees are asked to arrive on campus early to ensure that they can get where they need to be on time. Any questions regarding parking for Commencement weekend may be directed to Parking Officer Stephen Smith at ext. 6744.



OFFICE OF HUMAN RESOURCES

Messiah College's commitment is to provide the best quality & most comprehensive health care as we are able to do for our employees. This commitment needs to be balanced with our institutional resources, market forces, and changes in healthcare. Because the cost of our health insurance went up significantly this year, we have made the decision to change our plan in order to control the increase in costs and still provide a comprehensive, quality health insurance plan. This communication is designed to help introduce employees to the changes in our health insurance plan that are happening this year.

How will Messiah College's health insurance plan be changing?

We will only have one plan: **Highmark PPO Blue**. It is very similar to our previous base plan, except that hospitalization is covered at 100% after deductible rather than at 90% after deductible and certain preventative measure are also now covered at 100% rather than at 90%. In addition, you will have the same prescription plan, but you will need to carry a Medco prescription card.

The buy-up plan is no longer an option.

Why make these changes?

The renewal rate from Highmark after broker negotiations resulted in a 19.5% increase in costs. We had budgeted for a significant increase (approximately 15%), but not that significant. We had to find something more affordable for the College and for the employees.

What other options were reviewed?

Human Resources in partnership with Finance looked at eight different options before deciding upon this option. For example:

1. We requested a bid from Capital Blue Cross PPO to model our existing health plan, and the renewal rate offered was 16.02%.
2. We requested a bid from Capital Blue Cross using the Keystone HMO in place of the base plan, and the new renewal rate offered was 17.96%
3. We requested a bid from both Highmark and Capital using an Health Reimbursement Account (HRA), and the renewal rates offered were 18.16% and 15% respectively. While these rates are lower, they were still higher than we budgeted.

HRAs require significant administrative steps for employees and anything with Capital Blue Cross would require our deductibles to start over on July 1, 2008. Therefore, the Capital Plans would increase the cost to employees at the same time employees would have additional out of pocket expenses and lost dollars on the deductibles.

In addition, the out of pocket max for employees escalated beyond our comfort level. A family on either of the HRA plans could have a \$4,000 out of pocket annual maximum. When we forced down the out of pocket maximum, the renewal rate jumped to 21.93%.

4. We requested bids from both Highmark and Capital with the prescription plan pulled out so that we could evaluate the possibility for self-funding our prescription plan. Ultimately, this is what we have chosen to do.

So what do the plan changes mean for me?

The changes are two-fold, depending on which plan you have been on previously. If you were on the base plan, the biggest change for you is the cost of your monthly premium share. The premium share percentage of salary will increase for those employees on the base plan. Simply put, employees on the base plan will see an increase in the amount deducted from their paychecks for health insurance each month.

If you were on the buy-up plan, the biggest change is in costs related to coverage. Previously, most of those health and medical issues that were covered 100% after deductible will now be covered at 90% after deductible. Employees on the buy-up plan will see less deducted from their paychecks for health insurance each month.

Why is that?

The plan that the College is offering still costs the institution more this year. We have a significant increase in our total premium. However, when we distribute it proportionately across our employees, those employees who were paying for the Buy-Up plan last year are paying less for the new plan this year. The employees on the base plan are getting greater coverage (100% of hospitalization vs. 90%) while the employees on the buy-up plan are getting less coverage:

New Plan Versus the Old Buy Plan

- 90% of Ambulance costs (after deductible) vs. 100%
- 90% of out patient care costs (after deductible) vs. 100%
- 90% of radiology costs (after deductible) vs. 100%
- etc

90% of \$10,000 is a lot of money. Would I be expected to pay that much?

No. Our plan has an out-of-pocket maximum: \$1000 for an individual and \$2000 for the family aggregate. This means that after you have met the deductible, you pay a 10% cost share of your health & medical services until you've met the out-of-pocket maximum. After you've met the out-of-pocket maximum, coverage is 100%.

What about prescriptions?

Our prescription plan will be self-funded, which means the College insures the plan herself, and we use an administrator to manage it. The plan will be the same as it was last year, but each employee will have a separate Medco card to present at the pharmacy. The rest of self-funding occurs behind the scenes and does not impact the employee.

Will I need to fill out new paperwork?

No, unless you want to make changes in your current elections. Otherwise, every employee on the plan will be automatically rolled to the same category in the new plan. For example, an employee who is currently on either the base plan or the buy-up plan at the Family level will be rolled to the new plan at the family level.

Is this change permanent or just for this year?

We review our health plan each year, but it's safe to assume that we will not be returning to this year's model of a base plan and buy up plan in the future.

Where can I get more information or ask questions about this plan?

HR currently has information sessions scheduled in **Frey 110** on:

Wednesday, April 30 @ 2:30 p.m.

Monday, May 5 @ 10:30 a.m.

Thursday, May 8 @ 9:30 a.m and 3:30 p.m.

Monday, May 12 @ 9:00 a.m.

We are in the process of adding an evening session as well and will distribute that information shortly.

Anything else?

Yes. In order to get the lowest possible rate on health insurance, we agreed to participate in a Highmark wellness program called *Lifestyle Returns*. Each employee will be asked to participate. Participants are required to do the following three things:

1. Take an on-line health assessment through Highmark. The individual results are private and not shared with the College.
2. Go for an annual physical exam.
3. Participate in a wellness education session.

For every employee who participates, we take a micro step to controlling our cost in future years. If as many as 80% - 90% of our employees participate, Highmark has agreed to reduce our 2009-2010 renewal rate by 2% - 3%. This doesn't sound like a lot, but each % reduced saves the College about \$40,000 in renewal costs.



OFFICE OF HUMAN RESOURCES

2009 OPEN ENROLLMENT FOR BENEFITS May 6, 2008 through June 6, 2008

**ALL FORMS MUST BE SUBMITTED TO THE BENEFITS OFFICE
VIA CAMPUS MAIL 3015
OR BROUGHT TO OLD MAIN RM 203
NO LATER THAN**

FRIDAY, JUNE 6, 2008

OPEN ENROLLMENT is your opportunity to evaluate and change your benefits package. If you do not wish to make any changes to your medical, dental, vision, long term care or voluntary life plans, you do not wish to have a flexible spending account and you do not plan to waive health insurance, then you do not need to submit any paperwork. Your current elections will carry over into the 2008 plan year.

If you choose to make changes to your benefits effective July 1, 2008, **a new form is required for the following:**

1. You wish to change your benefits options.
2. You wish to add/drop a dependent or spouse to your benefits plan.
3. You wish to add or continue a flexible spending account.
4. You wish to waive health insurance.

All forms referred to in this memo may be:

1. Picked up in the Benefits Office, Old Main 203;
2. Requested via phone (ext 7085) and sent to you via email or campus mail; or
3. Requested via email (spottiger@Messiah.edu) and sent to you via email or campus mail.

FLEXIBLE SPENDING ACCOUNTS

If you are currently enrolled in or wish to enroll in either of the Flexible Spending Accounts (Health Care Account or Dependent Care Account), your elections do not carry over from year to year. You must enroll annually.

WAIVER OF HEALTH INSURANCE

If you currently receive the Waiver of Health Insurance Bonus, your election does not carry over from year to year. You must enroll annually.

PLEASE NOTE: An email message cannot be accepted in place of the appropriate signed forms to make changes to your benefit plans.

MEDICAL/PRESCRIPTION INSURANCE

Messiah College's commitment is to provide the best quality and most comprehensive health care as we are able to do for our employees. The renewal rate from Highmark after negotiations resulted in a 19.5% increase to our current health plans for the upcoming year. We had to find something more affordable so we will only have one plan: **Highmark PPO Blue**. This plan is very similar to our current base plan, except that hospitalization is covered at 100% after deductible rather than 90%. In addition, you will have the same prescription plan, but you will need to carry a separate Medco prescription card.

The Highmark PPO Blue Buy up and Base plans are no longer an option.

The new premium co-pays are listed below.

PPO Blue Plan

Single	0.00%
Employee/Child(ren)	1.80%
Employee/Spouse	2.05%
Family	3.10%
Family (2 spouses employed at Messiah)	0.90%

All employees who are currently enrolled in the PPO Blue plans will automatically be moved over to the new plan effective July 1, 2008. If you wish to make changes to your medical coverage you must complete the forms listed below and return them to Su Pottiger.

1. Messiah College 2009 Open Enrollment Change Form
2. Highmark Blue Shield Change Form

If you wish to drop your medical coverage, please follow the instructions under Waiver of Medical/Prescription Insurance.

WAIVER OF MEDICAL/PRESCRIPTION INSURANCE

If you choose to waive the medical/drug benefit, **you must complete the WAIVER OF HEALTH INSURANCE form each year with proof of other insurance in order to receive the Waiver Bonus.**

If you choose to waive medical/drug insurance but do not submit a WAIVER OF HEALTH INSURANCE form

during open enrollment, you will not be eligible to receive the waiver bonus for the 2009 plan year and will be required to wait until the following plan year to elect the waiver bonus.

If you are currently on the Waiver of Health Insurance and wish to continue, you must submit the Waiver of Health Insurance form.

If you are currently covered under the Highmark Blue Shield medical plan and wish to drop that coverage, you must submit:

1. Messiah College 2008 Open Enrollment Change Form
2. Highmark Blue Shield Change form to drop your coverage
3. Waiver of Health Insurance

DENTAL INSURANCE

Messiah College will continue to offer the Delta Dental Premier Plan for coming year. There are no changes to the premium co-pays for the dental plan (see below). To make changes to your dental coverage you must complete the forms listed below and return them to Su Pottiger.

1. Messiah College 2008 Open Enrollment Change Form
2. Delta Dental Enrollment Change form

Delta Dental

Single	0.00%
Employee/Child(ren)	0.30%
Employee/Spouse	0.30%
Family	0.40%
Family (2 spouses employed at Messiah)	0.15%

VISION INSURANCE

Messiah College will continue to offer vision coverage through Davis Vision for the coming year. The cost of the Davis Vision plan has increased by 3%. To make changes to your vision coverage or enroll in vision coverage, you must complete the forms listed below and return them to Su Pottiger.

1. Messiah College 2009 Open Enrollment Change Form
2. Davis Vision Enrollment Form

The new Davis Vision monthly premiums will be:

Single	\$ 7.32/month
Two Party	\$14.64/month
Family	\$20.50/month

FLEXIBLE SPENDING ACCOUNTS

If you choose to participate in the Healthcare Flexible Spending Account and/or the Dependent Care Flexible Spending Account for the 2008 plan year, a Flex Plan enrollment form must be completed and returned.

FLEXIBLE SPENDING ACCOUNT ELECTIONS DO NOT CARRY OVER FROM YEAR TO YEAR. A NEW FORM MUST BE COMPLETED ANNUALLY.

The Flexible Spending Accounts run from July 1, 2008 through June 30, 2009. There will continue to be 2 ½ month grace period to incur expenses eligible under the Healthcare Account. **The 2 ½ month grace period has also been added to the Dependent Care Account.** You have ninety (90) days after the end of the plan year to submit receipts for the plan year.

The Benny Card will be offered again this year. It is a preloaded MasterCard debit card which will allow you to pay for certain eligible healthcare account expenses upfront if the provider accepts MasterCard rather than paying them out of pocket and submitting a claim. The cost to voluntarily participate in this benefit is \$18.00 a year which is taken directly from your pre-tax contributions.

IMPORTANT NOTE: THE IRS REQUIRES THAT YOU SAVE ALL OF YOUR RECEIPTS WHEN USING THE BENNY CARD. FLEX-PLAN SERVICES WILL SEND YOU AN EMAIL EACH MONTH THAT YOU HAVE USED THE BENNY CARD FOR ITEMS WHICH REQUIRE THE SUBMISSION OF RECEIPTS. FAILURE TO SUBMIT THE REQUESTED RECEIPTS WILL RESULT IN THE BENNY CARD BEING DISABLED UNTIL YOU PROVIDE THE APPROPRIATE RECEIPTS OR REIMBURSE FLEX-PLAN SERVICES FOR ANY UNDOCUMENTED PURCHASES.

VOLUNTARY LIFE INSURANCE

If you would like to enroll in voluntary life insurance, you may do this by completing the enrollment form which can be emailed to you upon request. *Please remember: There is no guarantee of coverage under this plan. You will be notified directly by We-Enroll of the status of your application.*

If you are enrolled in voluntary life and choose to change the amount of your current insurance, you may do this by completing the appropriate form. *Please remember: There is no guarantee that increases to current voluntary life coverage will be approved. You will be notified directly by We-Enroll of the status of your request.*

LONG TERM CARE INSURANCE

1. If you wish to enroll in long term care coverage, please contact the Su Pottiger at extension 7085. An enrollment packet will be forwarded to you. *Please remember: There is no guarantee of coverage under this plan. You will be notified directly by CNA of the status of your application.*
2. If you are enrolled and wish to make a change to your coverage, you may do this by completing the appropriate form. *Please remember: There is no guarantee that increases to current Supplemental Life Insurance will be approved. You will be notified directly by CNA of the status of your request.*

AFLAC PERSONAL ACCIDENT INDEMNITY PLAN

AFLAC PERSONAL CANCER INDEMNITY PLAN

Messiah College will continue to offer employees the opportunity to purchase the following insurance through our regular benefits program:

- Aflac Personal Accident Indemnity Plan
- Aflac Personal Cancer Indemnity Plan

These plans are available to all employees who are scheduled to work at least 1040 hours each year.

In the case of an accident, the Aflac Personal Accident Indemnity Plan provides cash benefits directly to you when you or a covered member of your family receives treatment for an accident or is dismembered or passes away due to an accident regardless of any other insurance you may have.

The Aflac Personal Cancer Indemnity Plan provides cash benefits directly to you when you or a covered member of your family has been diagnosed and receives treatment for cancer. The purpose is so that you can use the money for any purpose, including helping with paying:

- Rising deductibles and co-payments.
- The extra cost of going to a medical provider not on your approved network.
- Charges beyond what is reasonable and customary.
- Travel-related expenses for treatment, including airfare, hotels, and meals.
- Everyday living expenses like mortgage (or rent), car, groceries, and utilities.
- Lost income, particularly if the healthy spouse has to leave work to care for the recuperating one.

The Aflac Personal Accident Indemnity Plan offers two levels of coverage. The Personal Cancer Indemnity Plan offers three levels of coverage. Premiums for the plans will be deducted from your pay on a pre-tax basis.

If you would like to receive information about the Aflac Personal Accident Indemnity Plan or the Personal Cancer Indemnity Plan please contact Su Pottiger.

In order to enroll in these plans you will need to meet with an Aflac representative for 5 – 10 minutes. Please contact Su Pottiger at x7085 to make an appointment to meet with the Aflac representative.

Please feel free to contact
Su Pottiger at
Extension 7085
if you have any questions.

⌘ ⌘ ⌘ ⌘ ⌘ ⌘ ⌘ ⌘

**All forms must be submitted to the Benefits
Office via campus mail box 3015 or brought to
Old Main room 203
No later than:**

FRIDAY, JUNE 6, 2008

⌘ ⌘ ⌘ ⌘ ⌘ ⌘ ⌘ ⌘

If forms are not received by June 6, 2008, you will not be able to make changes to your benefits until the next open enrollment period in 2008 unless you experience a qualified family status change.

⌘ ⌘ ⌘ ⌘ ⌘ ⌘ ⌘ ⌘

If you are making no changes to your medical, dental, vision, long term care or voluntary life insurance, you do not wish to have a flexible spending account and you do not plan to waive health insurance, then you do not need to submit any paperwork. You will be moved to the Highmark PPO Blue plan and the remainder of your current elections will carry over into the new plan year.