

Volume XXX, No. 19 But I trust in you, O Lord; I say, “You are my God.” **May 15, 2008**
My times are in your hand.

—PSALM 31:14-15b (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.

Remembering one another

Shakir and **Monica Jones**, grants coordinator, are blessed to announce the arrival of their daughter, Kirah Maniya Jones. Kirah was born on May 5, weighing 7 lbs., 6 oz., and 20 in. Kirah means “sunshine, ray of light” in Persian, while Miniya is Swahili for “much expected of her.” Mom, dad, and Kirah are all doing well and thank everyone for their prayers and support.

Campus people

Messiah College welcomes the following new employee: **Susan S. Hasseler**, dean, School of Education and Social Sciences, and professor of education. Welcome to the community!

Lois Beck, associate professor of French, has two reviews in the May issue of “The French Review.” She reviewed the Guadeloupean novelist Maryse Condé’s latest work, “Victoire, les saveurs et les mots,” and also a writing textbook, “Invitation à Ecrire,” by Catherine Black et al.

As part of his sabbatical project, **Ted Davis**, professor of the history of science, lectured last month at the University of Cambridge (St. Edmund’s College) and the University of Oxford (Harris Manchester College). The Oxford talk was based on his article, “Fundamentalist Cartoons, Modernist Pamphlets, and the Religious Image of Science in the Scopes Era,” which was published last week in Charles L. Cohen and Paul S. Boyer, eds., “Religion and the Culture of Print in Modern America” (Madison University of Wisconsin Press, 2008).

Larry M. Lake, associate professor of writing, and three Messiah College students, **Maggie Lake** (‘09), **Laura Palumbo** (‘08), and **Sarah Ginolfi** (‘08), participated in the Festival of Faith and Writing at Calvin College, April 17 to 19, with about 1,000 other attendees. Readers and workshop leaders at the conference included Yann Martel, Kathleen Norris, Katherine Paterson, Luci Shaw, Mary Karr, Jack Leax, Mary Gordon, and Scott Cairns.

Valerie Lemmon, senior lecturer in psychology, and **Kelly Jones**, junior psychology major, have been accepted to present posters on Friday, June 20, at the annual convention of the Pennsylvania Psychological Association celebrating PPA’s 75th anniversary. Lemmon will present her poster titled, “Psychological Factors Related to People Living With HIV/AIDS.” Jones will present on, “Cancer, Coping Strategies, and Personality in Children.”

Don Pratt, professor of engineering, has been selected, via a national search, as the engineering content director for the third season of the PBS television series, “Design Squad.” This Peabody Award-winning program seeks to get kids excited about technical careers by showing how two teams of students solve engineering challenges (designed by Don) to earn points. After each challenge the teams are shuffled and at the end of the season, the student with the most points wins a \$10,000 college scholarship. Don, along with students Emily Howell (‘10) and Paul Gustafson (‘09), will spend the

summer in Boston and at remote locations where the show is taped. The students will serve as Don's assistants. The third season of "Design Squad" will air in April 2009.

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!

Farewell reception for employee planned for May 20

Please join the School of Health and Natural Sciences in thanking Jay Bennett for his excellent work as our natural science laboratory program manager for the past two years. Jay and his wife have accepted a term with the Peace Corps and will be leaving mid-summer. This is a wonderful opportunity for them, but a loss for us. His efforts have greatly improved our programs! Please come by the Hollinger Atrium in Jordan Science Center between 2 and 3:30 p.m. on Tuesday, May 20 for refreshments and a chance to thank Jay, and wish him well.

Employee workshops available during summer

Ready to take a class yourself? We have 10 different workshops that are being offered to Messiah employees this summer. You may register via MC Square by finding "Employee Training," and clicking on the workshop that interests you.

Please see the attachment at the end of this "Intercom" for details on the following workshops.

Sakai – Build a Course
GroupWise
ePortfolio – within Sakai
Clickers in the Classroom
Pedagogy in an Online Environment
Blended Learning
akai – Introduction
Wikis – within Sakai
Podcasts – Introduction
PowerPoint



Employee Training	
Current Session Offerings	
DATE	SESSION NAME
5/25/2008	Sakai - Build a Course
7/21/2008	Groupwise
7/23/2008	Groupwise
8/8/2008	ePortfolio - within Sakai
8/13/2008	Clickers in the Classroom
8/19/2008	Pedagogy in an Online Environment
8/19/2008	Blended Learning
8/20/2008	Wikis - within Sakai
8/20/2008	Sakai - Introduction
8/21/2008	PowerPoint
8/21/2008	Podcasts

Please contact Susan Shannon, curriculum assistant, at ext. 2496 if you have any questions. We look forward to your participation

Reminder from office of marketing and public relations

From June until late August, campus clients wishing to initiate print, proofreading, or design projects with the office of marketing and public relations should contact Kim Christen, assistant for the office of marketing and public relations, while Missy Hepfer, print and web project coordinator, is on extended leave. Kim can be reached at kchriste@messiah.edu or ext. 7326.

Dining services posts summer hours

Falcon Express

Beginning Monday, May 19, open Monday through Friday from 7:30 a.m. to 2 p.m. Extended evening and weekend hours will be posted at the Falcon Express weekly and on our website www.messiah.edu/offices/dining/falcon/. Check out our great breakfast and lunch specials as well!

Lottie Nelson Dining Room

Open for breakfast from 7 to 8 a.m.; for lunch from 12 to 1 p.m.; and for dinner from 5 to 6 p.m. Also, daily from 2 to 5 p.m., you can purchase grab 'n go snack items, such as beverages, fruit, chips, and candy.

Union Café and C-Store

Closed for the summer, but we look forward to serving you again in the fall.

Faculty services work submission deadlines and summer hours

Please see the attachment at the end of this issue of the “Intercom” regarding 2008 fall semester work submission deadlines. Your cooperation is greatly appreciated.

Please make note that faculty services’ summer office hours will begin on Monday, May 19. The office will be open from 7:30 a.m. to 4 p.m., Monday through Friday. If needed, the after hours drop box is available to deposit work. Regular office hours of 7:30 a.m. to 4:30 p.m. will resume on Monday, Aug. 25. If you have any questions, please contact Diane Hunsinger, faculty services supervisor, at ext. 3895.

Postal services tip

Did you know that you can send personal UPS packages from Messiah College? You can use your CampusShip account to take advantage of the same discounts we have negotiated with UPS. Instead of choosing to have it billed to the Messiah College account, simply have it billed to your personal credit card. Please contact Bill Althoff, manager of postal services and bulk mail, at ext. 3904 for more details.



HUMAN RESOURCES

Open enrollment for employees began May 6

▶ **Positions available**

Campus Events Summer Workers, Temporary
Safety Officer I, Second Shift

▶ **Birthdays**

Open enrollment for employees began 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.

Positions 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.

Safety Officer I, Second Shift — The department of safety has an immediate opening for the position of safety officer I. This is a full-time, 12-month, band 7D position, with primarily second-shift hours (3 to 11 p.m.) and a weekend rotation. May be required to work other shifts and overtime. Primary duties of this position include campus patrols (car, foot, and bike), the opening and locking of buildings, and parking/traffic control. Candidates should be comfortable working with college-age students and must possess excellent interpersonal skills. Two years of related experience is preferred. A high school diploma or equivalent is required. To apply, please submit a resumé, cover letter, and contact information for three professional references to Messiah College, Human Resources, Box 3015, Grantham, PA 17027 or e-mail humanres@messiah.edu. (Applications are preferred via e-mail.) Job-related questions should be directed to Cindy Burger, director of safety and dispatch, at ext. 7272. A job description is available in human resources or on the College website at www.messiah.edu/offices/hr/job_opportunities/admin.html. Applications will be reviewed upon receipt and will be accepted until the position is filled.

Happy birthday! 

05/24: James Gontis, Shirley Groff, Steven Kennedy, John Meyer

05/25: Robert Barrett, Deb Berke

05/26: Sandy Bush, Bill Deal

05/28: Kas Bert, Doc Daugherty, Sue Kennedy, Stephen Musti, Elizabeth Williams, Tymberley Wittrig

05/29: Bryanna Boone, Eric Deitch

05/30: Beth Aumen, Valerian Curd, Bev Goodling, Kay Witt

05/31: Regina Barrett, Scott Kieffer

Announcements

Needed:

Host families — A group of French-speaking young students will be visiting our area from Wednesday, July 9 to Wednesday, July 30. They are eager to practice their English and get acquainted with American families. They are from Guadeloupe, an island in the French West Indies (Caribbean). There are five girls, ages 14 through 17, whose interests range from painting, music, swimming, and sports, to reading, and movies. One boy, age 15, likes soccer. Families will receive a stipend to cover possible activities with the American family. If you are interested, and would like more information, please contact Lois Beck at ext. 6740, by e-mail at lbeck@messiah.edu, or cell phone at 805-8982. It is not necessary to host someone for the entire three weeks. Typically students stay with several families during their stay.

For rent:

Beautiful apartment for the summer — We have recently signed the lease for an awesome apartment on Mill Road. Since we will be doing summer missions, our little treasure is up for rent for the summer. The rent is cheap and the apartment is spacious. Call (724) 858-6644 asap if you are interested.

House — Located at 2604 Shingus Circle, Grantham. Brick townhome property with three bedrooms, 1.5 baths. Please see this link www.realtor.com/realestate/grantham-pa-17027-1095994247/ for complete information and photos or contact Calvary Realty at (717) 932-2599.

House — Available for reasonable rent during a faculty sabbatical year for approximately 11 months beginning late July/early August. Fully furnished. A Cape Cod located in Camp Hill on 21st street. Four bedrooms, living room, sunroom, finished basement. It is approximately five minutes from Harrisburg, and close to markets, parks, and the Camp Hill Library, and also on a bus line. Utilities extra. No pets please. For inquiries, call Sara at (717) 763-6836 or smichael66@hotmail.com.

For sale:

Discounted Knoebels tickets — During May and June, Messiah College employees and friends, current students, and alumni, may purchase \$20 books of rides tickets for \$18. In addition to discounting the tickets for these groups, Knoebels will also donate \$2 to Messiah's human development and family science (HDFS) department's student professional development endowment fund for every book purchased. Tickets are good from year to year and do not need to be spent this year. As the largest free admission amusement park in the United States, Knoebels is affordable family fun! Check it out for yourself at www.knoebels.com. If you are interested in purchasing tickets, contact Tonya Baker, administrative assistant for the social sciences, at ext. 7050. More information and other purchasing options can be found on the flier attached to the end of this "Intercom."

Items for auction — Monday, May 19, 5:15 p.m. at 405 E. Coover Street, Mechanicsburg. Antiques, furniture, household items, Hummels, property will be auctioned at 7 p.m. Brick ranch home with kitchen, dining room, living room, two bedrooms, full bathroom, full basement. Gas heat, attached one car garage, covered screened porch. City water/sewer, Mechanicsburg schools. Home has been well cared for and is in very good condition. Located in a nice neighborhood. Terms \$10,000 down, balance in 45 days with reserve. To see, call Mike True at ext. 7057 or at 766-5791. Terms: cash, PA check, I.D. required. Estate of Doris Hamsher; Gail True, executrix; Richard Snelbaker, attorney; Chuck Bricker, auctioneer, can be reached at 766-5785.

House — Two story, four bedroom, 2.5 bath home available in Logan Down Development, Dillsburg, only 3.5 miles from campus. Living room, dining room, has cathedral ceiling with see-through marble surround fireplace. Home has five layer cedar deck that over looks a level .5 acre lot. A must see. Please e-mail Karen at khelm@messiah.edu.

1992 Honda Elite scooter — With gas close to \$4 a gallon, why not drive a scooter? Get 75 mpg with this strong running Honda Elite. It's in good condition and well maintained. 80 cc., 4,000 miles, comes with a free, new helmet. Asking \$500 or best offer. For more information, call Doug Wood at 385-3934.

Reflection

The great aim of education is not knowledge, but action.

HERBERT SPENCER

British philosopher

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. 6753.

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. 6753.

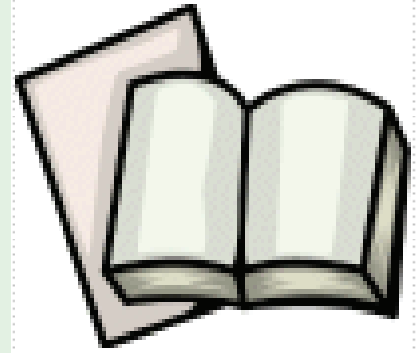
Employee Workshops

Workshop	Description	Related Workshops	Contact	Who Should Attend	Dates	Time	Registration	Location
Sakai - Build a Course	Take the time to focus on putting all the pieces together (pedagogically and technically) to build a course in Sakai (LMS)	Pedagogy in an Online Environment Blended Learning Sakai - Intro.	Susan Shannon	Faculty who are ready to create a course in Sakai that may be used for blended learning or stricktly online	May 26 - July 18	8 Weeks	2 - 20	Online
GroupWise	Learn how to organize and control your email. Learn how to utilize Calendars, Notes, and Tasks		Neil Weaver Adam Richard	Messiah Employees interested in leveraging the tools within GroupWise to get organized	July 21 July 23	9 - 11 AM	2-20 Participants	B337
ePortfolio - within Sakai	Have you every seen an ePortfolio? Learn what goes into making an ePortfolio and learn the advantages to creating one.		Debbie Loop	Employees interested in learning about ePortfolios.	August 8	9-12 noon	2-20 Participants	B337
Clickers in the Classroom	Discuss the concept of Audience Response Systems, the benefits and usage of classroom clickers, functions and integration in Microsoft Office, logistics, and the "lived" experience		Debbie Loop		August 13	9-12 noon	2-20 Participants	B337
Pedagogy in an Online Environment	What is everyone saying about online teaching? The workshop will introduce you to the research on knowledge and skill based online courses within the disciplines of social work and counseling. Examples of best practice methods within an online format will be provided. Faculty will be able to apply what they learn to their own disciplines.	Sakai - Introduction Blended Learning	Charles Seitz	Faculty interested in learning about the advantages to learning in an online environment	August 19	9-12 noon	2-20 Participants	B337

Workshop	Description	Related Workshops	Contact	Who Should Attend	Dates	Time	Registration	Location
Blended Learning	Does my course have to be online in order to take advantage of technology? Learn how to get the shy students to participate in class through forums. Learn about how to get student groups to collaborate. Make collecting papers paperless. Create tests and quizzes that are paperless.	Sakai - Introduction Pedagogy in an Online Environment Clickers	Susan Shannon	Faculty interested in learning methods for incorporating technology in the classroom	August 19	1 - 4 PM	2-20 Participants	B337
Sakai - Introduction	Learn how to manage your students electronically. Learn how to incorporate electronic syllabi, assignments, forums, and chats into your traditional courses	Blended Learning Pedagogy in an Online Environment	Susan Shannon	Faculty interested in implementing aspects of technology into their current traditional classroom course through the use of Sakai	August 20	9-12 noon	2-20 Participants	B337
Wikis - within Sakai	Get your students to collaborate. Assess them on the work that they do together. Collaborating can be a powerful learning tool for everyone involved.	Pedagogy in an Online Environment Blended Learning Sakai - Intro.	Susan Shannon	Faculty interested in learning about electronic collaboration and ways it may fit in their traditional classrooms	August 20	1 - 4 pm	2-20 Participants	B337
Podcasts	Podcasts (audio or video), are easy with simple, cheap hardware and software. Leverage existing materials & presentations on the Internet in two ways: streaming video and syndication to mobile media devices (iPods, advanced mobile phones, etc.).		Reid Perkins-Buzo	Faculty interested in learning about the potential advantages of creating Podcasts for class instruction	August 21	9-12 noon	2-20 Participants	B337
PowerPoint	Creating powerful presentations; Learn how to add pictures and sound. Learn how to turn your presentation into a slide show with timed animation.		Susan Shannon	Messiah Employees interested in taking their PowerPoint skills to the next level	August 21	1 - 4 PM	2-20 Participants	B337

Faculty Services

2008 FALL SEMESTER WORK SUBMISSION DEADLINES



May 16, 2008	Coursepacks and lab manuals to be sold in Textbook Express <u>requiring copyright clearance</u>
June 11, 2008	Materials being placed on library reserve, classroom handouts, and Blackboard <u>requiring copyright clearance</u>
July 1, 2008	All lab manuals <u>not requiring copyright clearance</u>
August 1, 2008	Materials requiring typing, Blackboard, and document scanning services
August 1, 2008	Materials requiring duplicating (syllabi, handouts, exams)

**“Connecting
with Faculty”**

Location: Hoffman Building—1st Floor
Email: Facserv@messiah.edu
Phone: 717-691-6023
Fax: 717-691-6040
Web: www.messiah.edu/offices/faculty_services/
MCSquare: Educator’s Home/
Educator’s Quick Links/
Faculty Services

IMPORTANT — PLEASE READ

Our goal is to have all coursepacks/lab manuals on the shelves in the Textbook Express for students to purchase on opening day, Wednesday, August 27, 2008. It is extremely important that Faculty Services receives your materials by mid-May 2008 if you plan to create a coursepack that requires copyright clearance. Lab manuals that do not require copyright clearance should be submitted by July 1, 2008.

Faculty adherence to the above deadlines is imperative in order to meet this goal. Please note that copyright permission requests submitted after the deadline may not be granted in time for the start of the semester which will cause a delay in the production of your coursepack.

Materials submitted after the duplicating deadline will be delayed due to high volume received.

By complying with these deadlines you have reduced stress and prevented costly overtime throughout the production process. Your cooperation is greatly appreciated in an effort to ensure that Messiah students have a positive experience in purchasing their necessary course materials.



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.

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**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

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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.

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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.