

Volume XXX, No. 21

Let us therefore approach the throne of grace with boldness, so that we may receive mercy and find grace to help in time of need.

May 29, 2008

—HEBREWS 4:16 (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

The mother of **David Brown**, counselor in the Engle Center, passed away on May 21. Dave and his wife, **Lynn**, acquisitions technician in Murray Library, appreciate your prayers during this sad time.

Just a note to say thank you for the cards, flowers, thoughts, and prayers as I recover from my recent neck surgery.

— *Terri Hopkins, administrative assistant for The Ernest L. Boyer Center*

Conference services announces start of summer conference schedule

Messiah is now bustling with conference guests. We appreciate your help in welcoming these guests to our campus. The “Intercom” will include a weekly camp/conference schedule throughout the summer months. Please direct any conference-related questions to the conference services office at ext. 6009.

Banner of Truth will be on campus until Thursday, May 29.

Evangelical Congregational Church will be on campus until Friday, May 30.

Service Learning Conference will be on campus between Friday, May 30 and Monday, June 2. Registration will be held between 3 and 7 p.m. in Fry Apartments.

The Appalachian Wheelchair Games will be held on campus on Friday, May 30.

The St. Mark Church Retreat will be on campus Saturday, May 31 to Sunday, June 1. Registration will be held between 8 a.m. and 12 p.m. in the Eisenhower Campus Center Lobby.

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.



HUMAN RESOURCES

- Open enrollment for employees began May 6
- Save the dates for special events planned during summer months
- ▶ **Positions available**
 - Deli Line Attendant (Part-Time, 35 hours-per-week, nine-months)
 - Electrician
- ▶ **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.

Save the dates for special events planned during summer months

It’s that time of year again for warmer weather (we think!) and also time to host our Celebration on the Green events for all employees. Our first celebration will be an employee picnic on Monday, June 2 from 11:30 a.m. to 1:30 p.m. The cost is just \$2 per person. Please meet outside Larsen Student Union for some hamburgers, hotdogs, and fellowship.

On Friday, August 15, human resources will be hosting a family movie event for employees and their children in the Parmer Cinema. There will be three showings throughout the day: morning, afternoon, and evening, with snacks provided.

The annual “Tour de Messiah” will take place in August (date and time yet to be determined) where the department of safety will host a bike auction. We look forward to seeing you at these events.

Positions available

Deli Line Attendant (Part-Time, 35 hours-per-week, nine-months) — The department of dining services currently has an opening for the position of deli line attendant. This is a part-time, 35 hours-per-week, nine-months of the year (mid-August through mid-May), band 7A position. Some responsibilities of this position include: slicing meats and cheeses for deli, board operation, Falcon retail outlet, as well as insuring that deli station is stocked, neat, and follows safe food handling procedures. This position is also responsible for preparation of box lunches for students and special events. Education required includes a high school diploma or equivalent. Other requirements include: familiarity with kitchen and food service orientation; ability to accurately use slicing equipment and scales; understanding of proper food storage, time, temperature, placement, and rotation; understanding of proper sanitation and safe food handling techniques; ability to follow recipes; and human relations skills with co-workers, student workers, and customers. To apply, please submit a r sum  and letter of interest to Messiah College, Human Resources, One College Avenue, Box 3015, Grantham, PA 17027 or e-mail humanres@messiah.edu. (Applications are preferred via e-mail.) A job description is available in human resources or on the College website at www.messiah.edu/offices/hr/job_opportunities/admin.html. Job-related questions should be directed to Mark Wirtz, director of dining services, at ext. 6008. Applications will be reviewed upon receipt and will be accepted until the position is filled.

Electrician — The department of facility services has an immediate opening for the position of electrician. This is a full-time, 12-month, band 7E position. This position is responsible for the installation, repair, troubleshooting, testing, replacement and/or maintenance of electrical equipment on campus, including low, line, and high voltage wiring and equipment. It includes service from replacing wire to servicing three phase switchgear. Education and experience required includes a high school diploma or equivalent, as well as five years of electrical experience. Must have excellent knowledge of electrical and building codes, including NFPA 70. Also must have knowledge and experience with the following: three-phase systems and wiring; and motor and HVAC control. Also must have the ability to interpret blueprints, schematics etc., and knowledge to troubleshoot, test, install, and maintain electrical wiring and wiring systems. Must be able to lift at least 75 lbs. To apply, please submit a r sum  and cover letter to Messiah College, Human Resources, Box 3015, Grantham, PA 17027 or e-mail humanres@messiah.edu. (Applications are preferred via e-mail.) A job description is available in human resources or on the College website at www.messiah.edu/offices/hr/job_opportunities/admin.html. Job-related questions should be directed to Brad Markley, director of facility services, at ext. 3500. Applications will be reviewed upon receipt and will be accepted until the position is filled.

Happy birthday! 

06/10: Denise Blackley, Randy Ness, Bounlio Viraya, Jon Wheat

06/11: Irene Fabry

06/13: Pat Cicero, Nancy Cook, Stoney Miller

06/14: Jeremiah Griswold

06/15: Joy Fea, Margaret Lori, Arelene Zimmerman

06/16: Ed Arke, Jean McCauslin

06/17: Mike Strite

Announcements

For sale:

Boy's 12 in. bicycle — Boy's 12 in. Huffy bicycle with coaster brakes and training wheels. Includes helmet. Like new condition, \$20. Please call ext. 2632 or 528-8343.

House — Three bedroom home in Mechanicsburg School District. Walking distance to Northside Elementary. Very nice home in a quiet neighborhood. Asking \$182,900. Call 791-9398.

Pampered Chef baking stones — New to used once. Deep dish baker, bundt cake stone, large bowl, and 9 × 9 square. Asking \$15 each. If interested, e-mail Karen at khelm@messiah.edu.

2000 Ford Windstar — 106,500 miles, A/C, power windows, power door locks, cruise control, CD, and cassette. Well maintained and oil changes every 3,000 miles. \$2,995. Please call ext. 3550 or e-mail rehrich@messiah.edu.

Outside organization announcements:

Administrative assistant needed for Brethren Housing Association — Brethren Housing Association, an urban Christian ministry serving homeless single parent families in the Allison Hill section of Harrisburg, is seeking an administrative assistant. This 20 to 24 hour-per-week position, with negotiable schedule, focuses on administrative support to the executive director, data management, bookkeeping, mailings, and other office and reception functions. The ideal candidate will have strong oral and written communication skills, be professional and personable, self-motivated, proficient in Microsoft Office software, and have strong organizational, filing, and typing skills. Hourly rate commensurate with experience (range: \$12 to \$14/hour). Interested applicants should send a resumé and letter of interest by Friday, June 13 to BHA, Attn: Administrative Assistant Position, 219 Hummel Street, Harrisburg, PA 17104. For more information, go to the Brethren Housing Association website at www.bha-pa.org/.

Reflection

A wise man changes his mind, a fool never.

SPANISH PROVERB



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.