



May I never boast of anything except the cross of our Lord  
Jesus Christ, by which the world has been crucified to me,  
and I to the world.

—GALATIANS 6:14 (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](mailto:intercom@messiah.edu), or the user-friendly submission form on the *Intercom* website at [www.messiah.edu/intercom/submit.html](http://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

Messiah College welcomes the following new employees: **Linda B. Adams**, supervisor of student teachers; **Sarah H. Crone**, natural sciences assistant laboratory program manager; **Naomi S. Frank**, assistant teacher in the Early Learning Center; **Krista L. Hildebrand**, adjunct instructor in music; **Julie R. Hockenbury**, athletic trainer; **Saramma Michael**, friendship family volunteer coordinator in multicultural programs; **Nancy F. Mott**, adjunct instructor in biological sciences; **Derek D. Price**, assistant baseball coach; **Ann S. Rohrbaugh**, director of the Learning Center; **Tara H. Savarino**, adjunct instructor in music; **Jesse D. Schwamb**, adjunct instructor in management and business; **Brad A. Shirk**, general maintenance mechanic; **Andrew Srebroski, III**, assistant baseball coach; **Jason R. Webb**, assistant men's soccer coach; and **Brenda E. White**, athletic trainer. Welcome to the community!

The department of human resources wishes to extend a huge thank you to the **department of safety** for all their hard work in managing the Sip n' See Silent Auction, and another a huge thank you to **grounds services** and the **department of campus events** for joining in the event with some wonderful items for auction. In total, \$1,384.08 was raised and will be donated to summer missions to enable students with economic need to serve, who might otherwise be unable to do so. Finally, we extend our thanks to all of you who joined us and supported the effort through fellowship or purchase.

Faculty in the department of human development and family science had two articles published in the September 2007 issue of the National Council on Family Relations' Focus publication, which was devoted to the theme of family science careers. **Deb Berke**, professor of family science and women's studies, co-authored with Scott Scheer (Ohio State) and Rona Karasik (Cloud State), an article titled, "Married with... Tenure!: Three Family Scientists' Perspectives on Balancing Work and Family in Academia." **Erin Boyd-Soisson**, assistant professor of family science, and **Raeann Hamon**, professor of family science and gerontology, published "Helping Family Science Students Make Themselves More Marketable: Identifying and Developing Skills Employers Want."

In late August, **Ted Davis**, professor of the history of science, attended a small conference in Vancouver, devoted to debunking myths about science and religion. Most of the conference participants are writing short (2,500 word) chapters for a book, "Galileo Goes to Jail, and Other Myths about Science and Religion," which will be published next year by Harvard University Press. There will be 25 chapters in the book, including Davis' chapter about Isaac Newton. For several weeks this

fall, Davis will be a visiting scholar at the Institute for Research in the Humanities at the University of Wisconsin. Following that, he will be teaching a short course on Christianity and science at Wuhan University in Central China.

Director of development **Ken Hall's** final day at Messiah College was Sept. 5. He is leaving to join the development staff at Bucknell University. Hall's new title will be director of principal gifts, and his focus will be cultivating relationships with many of Bucknell's major donors. Please join me in extending to Hall our heart-felt thanks for his many contributions to Messiah during the past 18 months. His positive attitude and energetic leadership will surely be missed.

I am delighted to announce that **Jon Stuckey** has accepted my invitation to serve as Messiah's next director of development. Many of you will recall that Stuckey provided exceptional leadership to the development office during his time as interim director several years ago. Since then, Stuckey has continued to lead a very successful grants program and has also assisted the major gifts office in developing relationships with key donors. I am confident that Stuckey has the vision, passion, and leadership skills to move Messiah's development operation to the next level. His gifts, experiences, and knowledge of Messiah's people and culture will enable him to provide strong leadership to our new campaign. Thank you in advance for supporting Jon as he accepts this new assignment.

— **Barry G. Goodling**, *vice president for advancement*

**Cynthia A. Wells**, Boyer Fellow/assistant professor of interdisciplinary studies, co-authored a research article, "Outcomes for Students of Student Affairs-Academic Affairs Partnership Programs," published in the July/Aug. 2007 edition of the Journal of College Student Development (with Becki Elkins Nesheim, Melanie Guentzel, Angela Kellogg, William McDonald, and Elizabeth Whitt). This is the first publication stemming from the Boyer Partnership Assessment Project, which was funded by a grant from the Fund for the Improvement of Post-Secondary Education (FIPSE) awarded to The Ernest L. Boyer Center.

## Provost announces faculty honors

### Dr. Robert and Marilyn Smith Award for Outstanding Teacher, 2006-2007

**Susanna Bede Caroselli**, professor of art history

**Robin M. Lauermann**, associate professor of politics

### Distinguished Professors

**Michael R. Cosby**, professor of New Testament

**Edward B. Davis**, professor of the history of science

**Donald J. Forsythe**, professor of art (our apologies for not including Don's name in the Convocation program)

**Raeann R. Hamon**, interim dean, School of Education and Social Sciences

**Kathy T. Hettinga**, professor of art

**Richard Hughes**, distinguished professor of religion/senior Boyer Fellow

**Douglas Jacobsen**, professor of church history and theology

**Theodore Prescott**, professor of art

### Scholarship Chairs and Endowed Chairs

**Susanna Bede Caroselli**, scholarship chair, professor of art history

**David J. Hagenbuch**, Hitchcock chair of business and management, assistant professor of marketing

**Jay E. McDermond**, Hostetter chair of religious studies, professor of Christian ministry and spirituality/director of Sider Institute for Anabaptist, Pietist, and Wesleyan Studies

**Bernardo A. Michael**, scholarship chair, associate professor of history/director of Center for Public Humanities

## Messiah names new chief enrollment officer

We are delighted to announce that **John Chopka** has accepted our invitation to serve as Messiah's next chief enrollment officer. Chopka is currently vice president for enrollment management and marketing at Malone College in Canton, Ohio. His enrollment experience, leadership skills, and engaging personality will surely benefit our advancement efforts. Chopka will begin his work at Messiah on Monday, Oct. 1. His wife, Debbie, and their two children will move to the Grantham area as soon as they sell their home in Ohio. Chopka's official title will be associate vice president for advancement/ chief enrollment officer. This title reflects our continuing commitment to an integrated advancement model, and recognizes the significance of this role to the health and vitality of our institution. A campus reception to welcome Chopka will be held in early October.

## Register your cell phone number to receive emergency text message alerts

The College is partnering with alumnus Jim Washok '94 and the mobile technology company he founded, OTAir, to provide a text message alert system for use during a campus emergency. While the College would utilize multiple communication outlets in an emergency situation, the widespread prevalence of cellular phones offer a means of communicating quickly and broadly to the campus population. Cell phone numbers would be used only in times of emergency.

All employees and students are encouraged to register their cellular phone numbers to receive emergency text message alerts.

- Simply log onto MC Square.
- Select the "Employee-Home" tab
- Click "Text Message Alert System" under the Campus Life heading.
- Complete the brief form to register for text message alerts.

A text message will then be sent to your phone to confirm your enrollment. (Standard text message rates may apply for any alerts you receive, depending on your plan with your cellular service provider.)

Additional information about the text message alert system, including helpful Q&A, is available at [www.messiah.edu/emergency/text\\_alert.html](http://www.messiah.edu/emergency/text_alert.html).

## Request for proposals for Library Special Projects Fund

The library and library committee are pleased to announce a request for proposals for the Library Special Projects Fund. This fund allows departments, faculty, or programs to improve the library collection by applying for and using additional funds from outside their usual library allocation. The distribution of monies from the Special Projects Fund will be determined through a proposal process coordinated by the library committee. Faculty, departments, or programs are invited to submit proposals to obtain monies from the Special Projects Fund. The deadline for proposals is Friday, Nov. 2.

Please review the document about this fund on the library website at

[www.messiah.edu/murraylibrary/resources/fac\\_staff\\_info3.html](http://www.messiah.edu/murraylibrary/resources/fac_staff_info3.html) for complete information and an application form. Please direct any questions about this fund or the proposal process to your liaison librarian. Submit completed applications to Beth Transue, librarian/collection development coordinator, box 3002, or [btransue@messiah.edu](mailto:btransue@messiah.edu).

## Opportunities available to be involved in service-learning activities

If you are interested in getting involved in service-learning or participating in local, national, or international service opportunities, please note the following dates, times, and locations:

- **Thursday, Sept. 6:** Ice Cream Social in Brubaker Auditorium from 5:30 to 7:30 p.m.
- **Friday, Sept. 14:** Clearance Day in Eisenhower Commons from 10:30 a.m. to 4 p.m.
- **Saturday, Sept. 15:** Volunteer Development Day in Hostetter Chapel from 10 a.m. to 3:30 p.m.
- **Thursday, Sept. 20:** Passport Processing in Eisenhower Board Room from 10:30 a.m. to 1 p.m.
- **Monday, Oct. 1:** Service-learning spring electronic course proposals due. (They are available on the Agapè Center website [www.messiah.edu/external\\_programs/agape/servicelearning/course\\_proposal\\_form.html](http://www.messiah.edu/external_programs/agape/servicelearning/course_proposal_form.html).)

Please direct any questions about these dates to the Agapé Center for Service and Learning at ext. 7255.

## Applications available for the Dorothy Gish Women in Leadership Award

Female students with a minimum 3.0 GPA who are actively participating in leadership development could be awarded up to \$400 toward the cost of a leadership activity/conference she plans to pursue this year. Please encourage interested and qualified students to apply. Application requests should be made to Tonya Baker at [tbaker@messiah.edu](mailto:tbaker@messiah.edu). The submission deadline is Friday, Sept. 28.

## The business office offers Discover and Banner self-service training

The business office will offer its third training on the Banner self-service module and the Discoverer report module. The sessions are designed for budget account holders. Each session will cover both modules. If you have not attended any sessions, you need only request one of the dates.

- Thursday, Sept. 13 from 10 to 11:30 a.m. in Boyer Hall, room 337
- Friday, Sept. 21 from 1 to 2:30 p.m. in Boyer Hall, room 337.

Make your reservation with Irene Fabry at [ifabry@messiah.edu](mailto:ifabry@messiah.edu).

## Prospective cross-cultural leadership orientation workshop scheduled

An orientation workshop for prospective cross-cultural leaders is scheduled for Wednesday, Sept. 12 from 4 to 5 p.m. in the Agapé Center Conference Room. All educators interested in leading a future cross-cultural course are invited to attend this workshop and information session, which will review logistical matters related to the planning and delivery of cross-cultural courses. An overview will also be given of resources and support available through the College. Refreshments will be served. Please direct any follow-up questions to Faith Minnich, administrative assistant for the dean of external programs, at ext. 7373 or [fminnich@messiah.edu](mailto:fminnich@messiah.edu). Also, any educators interested in leading a cross-cultural and unable to attend the session should contact Minnich for a follow-up appointment.

## Academic commitment of student-athletes outlined

Participation in intercollegiate athletics is an important educational tool and is endorsed by the College as playing a vital role in community life. Occasionally, our student-athletes will need to miss classes in order to represent Messiah and compete in intercollegiate contests and events. Attached at the end of this issue the of “Intercom” is a newsletter, “FalcoNotes,” and a listing of times when student-athletes need to be permitted to leave class in order to get to their contest. Thank you for your cooperation.

— *Jerry Chaplin, director of athletics*

## Update on new President’s residence

Over the summer the College removed the out buildings on the Musser property. Work will begin to raze the barn starting the week of Sept. 10. Discovering asbestos roof shingles on the barn delayed the project as we contracted for their disposal. The week of Oct. 1, the barn will be dissembled and removed. This will take about one week. Restoration specialists are preserving materials from the out-buildings and barn for use on other projects.

Last week, the College received the building permit from the township. Site work is ongoing and footers should be poured within the next week. Perk tests are also being conducted for the geothermal heating system being installed in the new residence. Work has begun on installing connections to the main sewer, water, and electric services. Fine Line Homes is on schedule to have the home under roof by the end of October. You can monitor the progress of this construction project (and others) at [www.messiah.edu/construction\\_projects](http://www.messiah.edu/construction_projects).

## Library posts what is new for fall 2007

Please see attachment at the end of this "Intercom."

## Media services undergoes renovations

Media services is undergoing renovations, and, as a result our office will not be open for walk in service. Subsequently, our services will be limited to contacting our office via e-mail at [mediaservices@messiah.edu](mailto:mediaservices@messiah.edu) or phone at ext. 6033. Requested items will be taken to the library circulation for pick up. If you are returning an item, it is also to be dropped off at the circulation desk. We thank you in advance for your cooperation during this process. If you have any specific questions, please contact Lew Gladfelter, media services office manager, at ext. 6960.

## Passport processing available on campus

Representatives from the Cumberland County Court House will be on campus Thursday, Sept. 20, to process passport applications. Applicants need to bring their photos, documents (birth certificate, driver's license), completed application, and fee to the Eisenhower Board Room between 10:30 a.m. and 1 p.m.

If you are leading a cross cultural course and would like the EpiCenter to send your students notices about this visit, please forward students' names and box numbers to Wendy Lippert, director of EpiCenter, Box 4514 or [wlippert@messiah.edu](mailto:wlippert@messiah.edu).

Please note that this is much earlier in the semester than normal. A current passport processing backlog has caused applications to take 12 weeks for processing.

## Guidelines provided for use of doorstops in campus buildings

Please see attachment at the end of this "Intercom."



## HUMAN RESOURCES NEWS

Flexible spending account grace period outlined

► Birthdays

## Flexible spending account grace period outlined

The Messiah College flexible spending health care account and dependent care account each have a 2.5 month grace period. This grace period allows you to be reimbursed for claims incurred between July 1, 2007 and Sept. 15, 2007 from any funds you have remaining in the 2007 plan year (July 1, 2006 - June 30, 2007) account. Details are outlined in the memo at the end of the "Intercom."

## Happy birthday!



**09/09:** Linda Wyatt

**09/10:** Ron Barnes, Ralph Brown, Lucas Sheaffer, Cathay Snyder, Tha Viraya

**09/11:** Amy Weaver

**09/12:** Mary Bixler, Amy Hench, Freeman Miller

**09/13:** Jody Cooper, Jayne Coover, Doug Nealy, Jeff Rioux

**09/14:** Inger Blount, Ann Mark, Caleb Miller, John Shaffer, David Yost

**09/15:** Abigail Carlisle

**09/16:** Kathryn Genevro, Timothy Peterson

**09/17:** Asuncion Arnedo-Aldrich, Adam Richard, Helen Walker

## Announcements

### *Needed:*

**Childcare** — Need a.m. child care for an almost six year-old boy going to Northside Elementary afternoon kindergarten. Prefer to be with other kids his age. Drop off at your home 7:30 a.m. Could get on bus in Center Square, Ashcombe Farm, or Rose Garden neighborhoods. Contact Sarah or Len at 766-3876.

### *For rent:*

**One bedroom apartment** — One occupant, near Messiah College. \$520 includes all utilities. Security deposit equal to one month's rent. No pets. Call 697-1055 anytime.

**Room** — Male only. Nice private bath and separate entrance, shared kitchen, and use of rest of house if you desire. \$30/week. Contact Werner Jonas at 697-8313 or cell 557-6500.

### *For sale:*

**Infant swing and highchair** — Six-speed Graco swing with detachable mobile. Navy with green teddy bears. Three years old. Lightly used. \$20; **High chair** — Six-position height adjustment, four-position reclining seat. Three years old in good condition. \$20. Call Lisa or Scott at 691-1643.

**Two tickets to the Carrie Underwood concert at the York Fair** — Saturday, Sept. 8 at 7:30 p.m. Seats are under roof in case of inclement weather. Cost \$112 includes two concert tickets and two entry tickets to the York Fair. Contact Raeann Hamon ext. 3977 or [rhamon@messiah.edu](mailto:rhamon@messiah.edu).

**1987 Mercedes 260E** — Six-cylinder, air conditioned, power windows, power locks, cruise control, cassette player, sun roof, leather seats. 127,000 miles. Runs great! Asking \$4,300. Phone (717) 795-8556.

## Reflection

*Ability will never catch up with the demand for it.*

**MALCOM FORBES**

*U.S. author and publisher*

Scroll down for attachments

# FALCONOTES



*PURSUIING ATHLETIC EXCELLENCE ✧ DEVELOPING CHRISTIAN CHARACTER*

Department of Athletics, Messiah College, Grantham, Pennsylvania

September 2007 ✧ Volume IX, Number 1

## *The Academic Commitment of Student-Athletes at Messiah College*

As a Division III institution, Messiah College emphasizes the academic success of each of our student-athletes. Our student-athletes are here, first and foremost, to receive an outstanding education and to graduate. And we recognize that cocurricular activities and intercollegiate athletics have a significant positive effect on those students who choose to participate in them.

We want to work with the Messiah College faculty in assuring opportunities for successful academic performance. All of us also recognize that there will be occasional conflicts between the students' academic and athletics responsibilities. We expect our student-athletes to seek assistance in advance and to resolve any potential conflicts when a scheduled contest results in a missed class.

We expect that students will prioritize academic responsibilities over Athletics practice sessions. In general, the daily time of intercollegiate practices is 4 p.m. to 6:30 p.m. There will, however, be days when an Athletics contest conflicts with class time. Students have been made aware that they may be required to submit completed assignments early; they know that they are also responsible to communicate with faculty several days prior to the date of competition.

We request that faculty not penalize student-athletes in any way for missing class due to athletic competition and ask that absences be excused, knowing that the student-athlete is responsible for completing all class work.

Included in this issue of **FALCONOTES** is a list of athletics contests for our eight fall sports teams: women's cross country, men's cross country, field hockey, golf, women's soccer, men's soccer, women's tennis, and volleyball. It includes the times when student-athletes need to be excused from class. Please know that a conscientious attempt to limit the number of missed classes has been made. We also remind faculty that, due to unpredictable weather, there will be dates when a student-athlete's contest may be postponed and rescheduled. Again, the student-athlete is responsible to communicate these changes to the professor and to be in class if a game is postponed.

Faculty members should contact the Athletics Office or the student-athlete's head coach if there are questions or concerns. We also want to know if a student-athlete is experiencing academic difficulty—the sooner we know, the sooner we can work with that individual to resolve the issue.

Please know that we appreciate faculty cooperation and assistance. And we appreciate this opportunity to partner together in providing the best education possible for these men and women who so well represent Messiah in intercollegiate competition. Our head coaches are:

*Men's Cross Country:* Dale Fogelsanger

*Women's Soccer:* Scott Frey

*Women's Cross Country:* Dale Fogelsanger

*Men's Soccer:* Dave Brandt

*Field Hockey:* Jan Trapp

*Women's Tennis:* Frank Petre

*Golf:* Troy Boone

*Volleyball:* Judi Tobias

The teams' schedules are on the next page.

## Fall Sports Athletics Schedules for Class Dismissals

### Cross Country, Field Hockey, Golf, Soccer, Women's Tennis, and Volleyball

*Please note:* Fall sports teams' involvement in Commonwealth Conference, Middle Atlantic Conference, and/or NCAA national championships will occur in October and November, resulting in some additional travel commitments. Also, contests may be rescheduled due to inclement weather.

<i>Date</i>	<i>Day</i>	<i>Sport</i>	<i>Needs to Leave Class</i>	<i>Opponent/Game Site</i>
<b>SEPTEMBER 2007</b>				
3	Monday	Men's Soccer	2:45 p.m.	Houghton (home)
4	Tuesday	Field Hockey	1:30 p.m.	At Dickinson
5	Wednesday	Women's Tennis	12:00 noon	At King's
6	Thursday	Women's Soccer	12:00 noon	At Wilkes
7	Friday	Volleyball	11:30 a.m.	At Gettysburg
12	Wednesday	Women's Tennis	1:00 p.m.	At Shippensburg
12	Wednesday	Women's Soccer	3:00 p.m.	At Muhlenberg
13	Thursday	Field Hockey	1:00 p.m.	At Rowan
18	Tuesday	Volleyball	2:30 p.m.	At Penn State-Altoona
19	Wednesday	Field Hockey	tbd	At West Chester (junior varsity)
20	Thursday	Golf	9:45 a.m.	At Moravian
20	Thursday	Women's Tennis	12:00 noon	At Lycoming
24	Monday	Golf	10:45 a.m.	At Lebanon Valley
24	Monday	Women's Tennis	11:30 a.m.	At Scranton
26	Wednesday	Golf	10:00 a.m.	At Penn State Invitational
26	Wednesday	Women's Tennis	1:30 p.m.	Lebanon Valley (home)
26	Wednesday	Volleyball	4:15 p.m.	At Elizabethtown
28	Friday	Volleyball	8:30 a.m.	At Salisbury
28	Friday	Golf	9:45 a.m.	At Susquehanna
28	Friday	Field Hockey	10:00 a.m.	At Salisbury
28	Friday	Cross Country	10:30 a.m.	At Lehigh
<b>OCTOBER 2007</b>				
2	Tuesday	Volleyball	2:45 p.m.	At Lycoming
3	Wednesday	Field Hockey	11:00 a.m.	At Shenandoah
3	Wednesday	Golf	11:00 a.m.	Messiah Invitational (home)
3	Wednesday	Women's Tennis	2:00 p.m.	Dickinson (home)
8	Monday	Golf	11:00 a.m.	At Franklin & Marshall
9	Tuesday	Golf	11:30 a.m.	At Gettysburg
9	Tuesday	Women's Soccer	12:00 noon	At Eastern
9	Tuesday	Men's Soccer	1:30 p.m.	At York
10	Wednesday	Golf	12:00 noon	At Lebanon Valley/Elizabethtown
15	Monday	Golf	12:00 noon	at Muhlenberg
16	Tuesday	Women's Soccer	12:00 noon	At Widener
16	Tuesday	Men's Soccer	3:00 p.m.	At Widener
23	Tuesday	Women's Soccer	11:00 a.m.	At Lycoming
23	Tuesday	Field Hockey	1:00 p.m.	At Elizabethtown
24	Wednesday	Men's Soccer	11:00 a.m.	At Lycoming
24	Wednesday	Volleyball	3:30 p.m.	At Albright
25	Thursday	Field Hockey	2:00 p.m.	At Widener

## **WHAT'S NEW AT THE LIBRARY: FALL 2007**

Welcome back to campus (and if you are new to campus, WELCOME)! There have been lots of changes and improvements in the past few months. Skim down through for the parts that are of interest!

**NEW PERSONNEL:** We are pleased to welcome **Janet (Kraft) Vogel** to our staff as our new Evening and Weekend Circulation Supervisor. Janet graduated from the honors program at Messiah in 2003 with a degree in history and she and her husband have recently relocated here from the Chicago area. We are delighted to have her here!

### **CHANGES TO OUR BUILDING**

Media Services, on the Lower Level of the Library, is getting a new look! The renovation and relocation of the production suite to the area that used to house the Media Services service desk is nearing completion. In addition, there will be relocation of doors, addition of walls, and creation of a new service area. The result will be an improved after hours access to the Film Editing Suite with proper fire safety exits and also a permanent Media Services service desk. Be watching as progress is made over the next few weeks. And thank you for your patience during this last of the summer construction.

### **NEW SERVICES**

**Instant Messaging: Expanded Service:** In addition to AOL's Instant Messenger (AIM), the Library now also provides reference service to **MSN Messenger** and **Yahoo** instant messaging patrons. Add us to your Buddy List! Our IM chat name is MessiahLibrarian. We will respond to instant messages during all reference desk hours. (*Returning AIM users: Please note that this is new. We are no longer using AskaLib.*)

**E-mail Notices to Faculty of Their New Orders:** In the interests of good stewardship of time and paper, *the Library processing staff are no longer sending paper notices* to faculty when their orders have arrived and been processed. Instead, they are happy to send out e-mail notices to faculty members who indicate they wish to receive them. To let us know that you want to receive e-mails, send an e-mail to [libraryprocessing@messiah.edu](mailto:libraryprocessing@messiah.edu). Indicate whether you'd like to receive notices as they are processed or a list of your orders once a year.

## **NEW HOMEPAGE**

The Librarians did a major overhaul and facelift of the Library home page this summer. Be sure to check it out: [www.messiah.edu/murraylibrary/](http://www.messiah.edu/murraylibrary/). In addition to your favorite links and databases, we've added some new features, including a page "For Faculty and Staff" (includes ordering information, plagiarism resources, etc.); a page featuring Library staff favorite books, CDs, etc. (a work in progress); and even a Library photo album!

## **NEW DATABASES**

*Each can be accessed using the "Articles/Databases" link on the left side of the Library home page.*

**Book Review Digest Retrospective:** Citations and often substantive excerpts from book reviews dating from 1905-1982.

**Choice Reviews online:** The same content as the Choice cards, featuring reviews of books, media, and internet sites appropriate for academic institutions. In addition to being able to browse new reviews regularly, you can also to set up a monthly notification system alerting you to the new items that have been reviewed in the subject areas you specify, a highly desirable and useful feature.

**Chronicle of Higher Education:** Full access to the current issues of the Chronicle as well as more than 15 years of back issues.

**Classical Music Library:** Over 50,000 musical recordings of works featured on 32 different recording labels, covering works from medieval to contemporary. Listen to music, created playlists, etc.

**Classical Scores Library:** Over 800 musical scores available for viewing or download, many of them in print from a major publisher, Boosey and Hawkes, or reproduced from University Music Editions. Especially noteworthy are the works of 20<sup>th</sup>-century composers such as Stravinsky, Copland, and Britten. (Currently about 25,000 pages but will grow to 400,000 pages of music.)

**New database feature:** In Ebscohost databases, look for the "Ask a Librarian" button if you need help using the database.

## **OTHER NEWS**

**Media Services Expanded Hours:** We are working to meet patrons' requests to expand the hours of Media Services. Please note that they are now open **Monday-Friday 7:30 a.m.-6:00 p.m.**

**Special Projects Funds available:** Instituted last year, the Library offers an acquisitions fund to support special needs and projects such as new majors and topic areas. We actively invite faculty and departments to submit proposals for funding. This year the deadline for proposals is **November 2**. See the Library home page under “For Faculty and Staff” for more information.

**6th Annual Research Grant Awards:** The Friends of the Library continues to support the scholarly activities of our students through the award of research grants. Faculty are urged to encourage their students to apply.

**New Art in the Library:** Have you seen a big green chameleon in the Library? The sculpture, that is. We are pleased to announce the addition of six new pieces to the Engle Memorial Collection, a collection of original art work produced for picture books. In addition to a painting by Stephen Fieser added to the collection to honor Mike Brown’s 33 years of service to the Library, a charcoal sketch for the book *Cats are Cats*, and the fabric collage “Russia” for *Alphabet Atlas*, we have added three works by Baba Wague Diakite, a sculptor originally from Mali, including the clay and stone sculpture “Chameleon.”

**Canadian Literature Collection:** Through the Friends of the Library, the Library has been building a special collection of Canadian Literature, a collection that has just exceeded 500 titles.

## **Door Stop Guidelines**

Messiah College strives to provide a safe environment for our staff, students, and faculty. The following guidelines have been developed due to fire and smoke related concerns associated with doors being manually propped open with wood wedges and other items to prevent the automatic closure of the doors. It is important that anyone on our campus who needs to use a wedge, or other means, to manually hold open a door clearly understands the requirements of these guidelines and adheres to them at all times.

The College is required by Federal Regulation and Insurance Regulation to assure that the minimum requirement of the National Fire Protection Association, the International Fire Code and the Occupational Safety and Health Administration Regulations are upheld, and understood by the occupants of our facilities. Our guidelines are as follows:

1. Only prop a door as needed in the area where work is currently being performed. Remove the wedge when you vacate the area. Door wedges will be labeled with the room number.
2. All employee offices should have a wedge assigned to them for use only when the room is occupied. Remove the wedge when you leave the office. The door wedge will be labeled with the office room number and building location.
3. During visitation hours with the opposite sex, residence hall rooms must be propped open with a door wedge. Each student is responsible for the door wedge assigned to that room. Only use the door wedge when the room is occupied. Each door wedge will be labeled with a room number and Residence Hall.
4. Remove any wedge(s) from the door immediately upon activation of the fire alarm system in the building,
5. Always place the wedge at the bottom of the door. Never use a wedge to prop open a door from the hinged side, as this often damages or bends the hinges.
6. Disabling door closers by adjusting controls or by removing parts (such as closer arms, screws, etc.) to prevent the automatic closing of doors is strictly prohibited and is in violation of fire codes.

Please direct any questions concerning these guidelines to Hilary Kreider, Messiah College Environmental Health and Safety Manager, at extension 3560.



OFFICE OF HUMAN RESOURCES

## **FLEXIBLE SPENDING ACCOUNT GRACE PERIOD REMINDER**

The Messiah College Flexible Spending Health Care Account and Dependent Care Account both have a **2 ½ month grace period**. This grace period allows you to be reimbursed for claims incurred between July 1, 2007 and September 15, 2007 from any funds you have remaining in the 2007 plan year account.

If you choose to submit a claim incurred on or after July 1 through September 15, 2007, under the 2007 plan year, you must submit that claim on a 2006-2007 claim form. Otherwise, the claim will be paid from your current plan year funds.

If you choose to submit a claim incurred on or after July 1 under the 2007 plan year, **you cannot use the Benny Card**. All claims filed under the 2007 plan year must be submitted via a 2006-2007 claim form.

A 2006-2007 claim form is attached for your convenience.

If you have used your Benny Card since July 1, 2007 for claims you intended to file under the 2007 plan year, please contact Flex-Plan Services immediately to request a correction to your account. You can reach Flex-Plan Services at 800-669-3539. You may be required to submit the receipt for that expense on a 2006-2007 claim form.

**Claims filed under the 2007 plan year must be received by Flex-Plan Services no later than September 28, 2007. Claims can be faxed to Flex-Plan Services at 1-866-535-9227.**

Please feel free to contact Susan Pottiger at ext. 7085 if you have any questions.

**MESSIAH COLLEGE**  
**FLEXIBLE SPENDING ACCOUNT CLAIM FORM**  
 PLAN YEAR JULY 1, 2006 through JUNE 30, 2007

**Section I – Employee Information**

Last Name, First Name	MI	Day Phone	Employee SSN □□□-□□-□□□□
Address	City	St	Zip Email

**Instructions**

1. Complete Section I – Employee Information. This form can only be used for services incurred during the plan year shown above. Do not use this form for Benny™ Card transactions.
2. **Do not staple any documentation to claim form, please tape to separate sheet or include loosely in envelope. Do not send originals (all claims are stored electronically and paper copies will be shredded).**
3. Complete Section II – Day Care Claims. Attach proper documentation showing the date(s) of service, cost of service, name of child and provider's information.
4. Complete Section III – Health Care Claims. Attach proper documentation showing the date(s) of service, type(s) of service and cost (No cancelled checks, balance forwards or bank card receipts). Itemize all expenses to prevent delays in reimbursement.
5. Complete Section IV - Signing the claim form. Fax or mail a signed claim form, but do not do both. Online claims status is available at [www.flex-plan.com](http://www.flex-plan.com). Claims must be submitted at least two (2) full business days prior to the scheduled reimbursement date

**Section II – Day Care FSA**

Start Date	End Date	Provider's Name, Tax ID/or SSN	Name of Dependant	Age	Cost
See IRC Section 129 for qualifying Dependant Care expenses or consult your tax advisor for more information.				<b>Total Day Care FSA Request</b> \$	

**Section III – Health Care FSA**

Service Dates	Type of Service	Name of Provider	For Whom	Net Cost
- -				
- -				
- -				
- -				
- -				
- -				
- -				
- -				
- -				
See IRC Section 213 for qualifying Health Care expenses or consult a tax advisor for more information.				<b>Total Health Care FSA Request</b> \$

**Section IV – Signature**

To the best of my knowledge and belief, my statements on this claim form are complete and true. I understand that I am solely responsible for the validity of claims submitted to my Flexible Spending Account. I am claiming reimbursement only for eligible expenses incurred by myself, spouse and/or dependants during the plan year shown above and certify that these expenses have not been reimbursed under this plan or by any other source and that they will not be reimbursed by any other source or insurance. By providing my email address, I am requesting that all possible communications regarding this claim may be sent via email. I hereby authorize my Flexible Spending Account to be reduced by the amount(s) shown above.

Participant's Signature <b>X</b>	Date
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Fax completed form and documentation to:  
 FAX: (425) 451-7002 or toll-free (866) 535-9227

OR

Mail forms and documentation to: Flex-Plan Services, Inc.  
 PO Box 70366 Bellevue, WA 98007

Customer Service Line: (425) 452-3500 or (800) 669-FLEX Visit our Web site at [www.flex-plan.com](http://www.flex-plan.com)