

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 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: **Guillermo Cabrera**, assistant men's basketball coach; and **Derek N. Ricker**, assistant wrestling coach. Welcome to the community!

Jenell Williams Paris, professor of sociology and anthropology, published a review of two books about Mother Theresa in "The Christian Century" (Oct. 6, 2009, pp. 36-38).

Centennial Homecoming 2009 set for Oct. 17

Volunteers for Centennial Homecoming 2009 are needed! All staff volunteers will receive a free T-shirt and a meal ticket to the FalconFest tailgate. There are many opportunities available: helping in the registration tent, selling tickets at Falconfest tailgate, serving at the Lil Falcon Zone, and helping with set up and deliveries in the morning. Even if you have only an hour or two to spare, we can use your help! To sign up, please contact Kristin Zummo, coordinator of parent and alumni relations, at kzummo@messiah.edu or ext. 3190 by Friday, Oct. 2.

Passport processing available on campus Oct. 27

Representatives from the Cumberland County Court House will be on campus Tuesday, Oct. 27 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. Applications can be downloaded at state.gov/documents/organization/100004.pdf.

If you are leading a cross cultural course and would like the EpiCenter to send notices to your students about this visit, please forward students' names and box numbers to the EpiCenter at epicenter@messiah.edu.

Biography of three Messiah lecturers to be released

A one-volume biography of three former Messiah College faculty will be released at the Saturday, Oct. 10 annual meeting of the Brethren in Christ Historical Society, which will be held at the Grantham Church at 6 p.m. Tickets for the evening dinner meeting are \$10 per person. You do not need to be a member of the Historical Society to attend, but advance registration is required.

"Embracing Scholarship, Piety and Obedience" features biographies of Carlton Wittlinger, Martin Schrag, and Owen Alderfer. The authors, Norman Hostetter, Luke Keefer Jr., and Daniel Chamberlain, are also former Messiah College faculty members and will be present to discuss aspects of their research and writing.

Advance registration (prior to Tuesday, Oct. 1) should be made with Glen Pierce, director of the Archives, at gpierce@messiah.edu. Checks made payable to the Brethren in Christ Historical Society may be mailed to Glen at campus mail Box 3002. Also, pre-publication copies may be ordered at \$10 per book.

Development Update: Employee Giving

In the development office, we believe that donors to Messiah College make a world of difference for students who go on to make a difference in the world. In 2008-09, employees of Messiah College gave a total of **\$135,056.55** to benefit a variety of programs across campus, including the Annual Fund (Student Impact Fund), the Employee Scholarship Fund, mission and service trips, and more. Thank you! Of this very generous total, more than \$20,000 was given and pledged during the Employee Giving Campaign in April, and 21 employees signed up for payroll deduction for the first time. In addition, the alumni participation rate among employees increased from 40 percent in 2007-08 to 53.4 percent in 2008-09! To make your Centennial gift and/or to enroll in payroll deduction, please contact Rachel Pease, director of annual giving, at ext. 7319 or rpease@messiah.edu.

Union Café offers new items

Kick start your morning at The Union Café. We open at 7:30 a.m. Monday through Friday. Stop by on your way to class or work and try our breakfast combo for \$3.79. Combo includes any \$1.99 breakfast item, hash brown stix, and a small fresh brewed cup of Starbucks coffee. Breakfast items may be purchased individually. Other delicious pastry items are also available daily.

Come enjoy fresh hot wings Saturdays and Sundays from 1 – 8 p.m. and Mondays from 7 – 9:30 p.m. Other football specials also available.

College Press outlines business card services

Messiah College business cards can be ordered through Messiah College Press. The business card request form can be found on the home tab of MC Square under “Employee Forms” in the Quick Links Channel. It can also be found on the forms channel under the employee tab. The form can be printed and sent through campus mail to Box 3022 or attached to an e-mail addressed to collegepress@messiah.edu. Business cards print in Messiah blue and gray inks on 100# cover weight paper. They can usually be delivered within seven to 10 business days. Pricing is as follows:

- 100 cards = \$20
- 250 cards = \$23
- 500 cards = \$27
- 750 cards = \$30
- 1,000 cards = \$32

Reminder from College Press

Did you know that toner and paper are supplied at no cost to you for our copiers? They are part of our maintenance contract with our vendor. To request paper or toner, please send an e-mail to collegepress@messiah.edu.

Guidelines for fire safety

In order to inform campus faculty and staff of their roles in the event of a fire emergency in any of our facilities, the department of facility services and the department safety urge you to please review the attachment at the end of this “Intercom.” It is highly recommended that you print out this page, post it in a conspicuous location in your office, and review it periodically. If you have any questions regarding this or any other fire-related issues, please contact John Fite, fire and safety systems coordinator, at ext. 6022, or Skip Benson, supervisor of safety training, at ext. 5082.



HUMAN RESOURCES

Wellness Program kick-off
Local flu shot clinics posted
Graduate aid openings available

► **Positions available**

Childcare Teacher Early Learning Center

Birthdays

Wellness Program kick-off

It's time to get started on this year's wellness program. We hope that everyone will participate. This year's program includes a streamlined registration and health assessment process that is very easy. Doug Miller, professor of health and exercise science, has planned some fantastic programs and events, and we're giving away a Wii with a Wii Fit Bundle. Please plan to come to one of our wellness program kick-off information sessions in Frey Hall, room 110 on Monday, Oct. 5, at 2 p.m., and Tuesday, Oct. 6, at 11:30 a.m. and 4:15 p.m.

Local flu shot clinics posted

For your convenience, human resources made a number of calls so that we could pass along the dates and times of local flu shot clinics in this area in the upcoming weeks. Please see attachment at the end of this "Intercom" for a complete list.

Graduate aid openings available for spring 2010

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

Position available

Childcare Teacher Early Learning Center — The Early Learning Center currently has an opening for the position of childcare teacher in an infant/toddler room. This is a full-time, 12-month, band 7D position. This position is responsible for planning, implementing, and managing a developmental program for young children in accordance with Messiah's Early Learning Center's mission and policies. Education required includes an associate's degree, including 18 ECE credits; bachelor's degree including 30 ECE credits preferred. Also must have three or more years of experience in an early childhood classroom and must have the ability to positively and effectively communicate and interact with young children, parents, co-workers, and college students in order to develop and maintain a high quality early childhood program in a NAEYC accredited, Keystone Stars 4 center. To apply, please submit a résumé 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 messiah.edu/offices/hr/job_opportunities/staff/childcare_teacher.html. Job-related questions should be directed to Bev Goodling, director of the Early Learning Center, at ext. 6085. Applications will be reviewed upon receipt and will be accepted until the position is filled.

Happy birthday!

09/26: Christine Mummert, Yonette Schneider

09/27: Pam Seibert, Jason Webb

09/28: Graham Cyster

09/29: Denise Albert, Linda Blaine, Janna Books

09/30: Doris Benson, Megan Byers, Doug Phillipy, Marcia Yurko

Announcements

For rent:

Apartment — Located in Harrisburg. Large apartment above house for Messiah alums; currently being rented for \$725/month. Includes heat and water. Has a living room, dining room, eat-in kitchen, bedroom, spare room or office. It is on the corner of Market and 21st Streets, across the street from Reservoir Park and in Bellevue Park. For more details, call (717) 238-1513, cell phone (717) 379-7060, or contact Shirley at ext. 6013. It is available immediately.

Free:

Inkjet cartridge — Canon PG-50 black FINE cartridge. No longer in the box but was never used. Contact sboyce@messiah.edu.

For sale:

Generator — Like new, Generac, 7,000 watt generator. Premium quality, heavy duty, easy start up, compact, user-friendly. Contact brown@messiah.edu. Paid \$1,200, will sell for \$600.

U2 concert tickets — Two pairs of tickets for the U2 show at FedEx Field, Landover, Md. (D.C. area) on Tuesday, Sept. 29. Cost is face value of the tickets plus Ticketmaster fees \$240/pair. Seats are section 135, row 6. Contact Jennifer Fisler at jfisler@messiah.edu.

Needed:

Bicycle — A seven-year-old girl from a needy family could use a bicycle (and training wheels). If you have an old bike appropriately sized for a seven-year-old and would like to donate it or allow me to buy, please contact Raeann at rhamon@messiah.edu or ext. 2850.

Reflection

God doesn't require us to succeed; he only requires that you try.

MOTHER TERESA
Humanitarian and missionary

Scroll down for attachments

Messiah College

Fire Alarm Response Instructions

For Campus Buildings

Role of Faculty/Staff during a Fire Alarm:

1. Upon activation of the building fire alarm system (audible and/or visual signals), **remain calm**. Each building that has a fire alarm system reports directly to the **Department of Safety Dispatch Services** via our campus' Central Alarm Monitoring System. However, all fire alarms should still be individually reported to **Dispatch Services at extension 6565**, advising them of any known fire conditions that may be present in the building, e.g., the presence of smoke and/or actual fire. **Dispatch Services** will contact 911, if this is necessary, according to current established response protocols.
2. **IMMEDIATELY LEAVE THE BUILDING VIA THE NEAREST AVAILABLE EXIT. DO NOT USE ELEVATORS – USE STAIRWAYS. ALL CLASSROOMS/OFFICES/LABS MUST BE EVACUATED -- NO ONE IS PERMITTED TO REMAIN INSIDE OF THE BUILDING FOR ANY REASON.** Grab only the necessary clothing (coats, etc.) for existing weather conditions. Do not delay evacuation while attempting to salvage other personal belongings.
3. Turn off all unnecessary classroom/office/lab appliances and equipment, including **lab/classroom gas valves**. Also, turn off room lights upon evacuation. **DO NOT LOCK ANY CLASSROOM/OFFICE/LAB DOORS UPON EVACUATION.**
4. Feel the inside of your classroom/office/lab door with the back side of your hand before attempting to open the door to the hallway. If the door is **“COOL”** to the touch, then open the door to the hallway slowly. Immediately observe the hallway for any visible signs of danger, such as smoke and/or fire.
 - a. If the hallway is clear, then proceed quickly to the nearest exit and evacuate the building.
 - b. If there is a light to moderate smoke condition in the hallway, then stay low to the floor and/or crawl to the nearest exit; evacuate the building immediately.
 - c. If there is heavy smoke and/or fire in the hallway and you have no way to escape safely, then close your hallway door immediately and remain inside of your classroom/office/lab.
5. If the door or lock is **“HOT”** to the touch, then do not open the door for any reason. **Remain calm**. Seal the door cracks with wet paper towels or clothing. **Immediately phone the Department of Safety Dispatch Services at extension 6565** (or 911, if Dispatch can't be reached), give your location (room number, if known), and state that you are trapped by fire/smoke. Go to the window in your classroom/office/lab, and **signal** to anyone outside that you need assistance. If your classroom/office/lab begins to fill with smoke, lie down on the floor to avoid breathing any smoke/toxic fumes. The Fire Department will search the building and evacuate you as soon as possible. If you are physically-disabled and unable to safely use stairs, and your building has a Rescue Assistance System callbox on your floor, activate the push button if you can access it safely. **DO NOT USE ELEVATORS!** You may become trapped if power becomes interrupted, or the elevator is automatically called to the fire floor because of heat-damaged hall call buttons.
6. After exiting the building, all persons should remain clear of the building by at least **50 to 100 feet**; move beyond sidewalks if necessary, but **never** stand in fire lanes, on roadways, or parking lot aisles.
7. **Never re-enter the building for any reason.** Every effort will be made to return evacuated persons to the building as soon as it is safe to do so. However, if it appears that the incident will require an extended evacuation period, then all evacuated persons will be directed to an adjacent facility.
8. **Faculty/Staff** shall assist the Departments of Safety, Facility Services, and Campus Events with crowd control by keeping evacuated persons away from building entrances, clear of fire lanes, roadways, and parking lot aisles.
9. **ALL CLEAR.** Wait until permission is granted by the Department of Safety or the Township Fire Chief before re-entering the building.

Area Flu Shot Clinics

DATE	LOCATION	TIME
October 6 th October 15 th October 27 th October 31 st November 10 th	CVS (Gettysburg Pike) Giant (Cumberland Pkwy) Giant (Cumberland Pkwy) Weis (Bumblebee) CVS (Gettysburg Pike)	10:00 a.m. – 2:00 p.m. 3:00 p.m. – 7:00 p.m. 10:00 a.m. – 2:00 p.m. 10:00 a.m. – 1:00 p.m. 4:00 p.m. – 8:00 p.m.



OFFICE OF HUMAN RESOURCES

This email serves as a reminder that there will be openings in the Graduate Aid Program for the Spring 2010 semester.

The Graduate Aid Program is designed to financially assist employees who show potential for expanded responsibilities or advancement and wish to enroll into a post baccalaureate program of study. A total of 15 employees may participate in the program at one time. Approval of applications is based on the following:

- Must be a regular, full time employee
- Serious consideration will be based on an employee's overall performance, potential for advancement and long term commitment to Messiah College mission
- Employees must have prior supervisory and Vice President/Provost approval
- Employees must complete a Graduate Aid Application. According to the agreement, an employee will receive 50 PERCENT graduate aid up to a max of \$5,000. The remaining 50 PERCENT will be the responsibility of the employee.
- Final decisions as to the participants in the program will be made by the Director of Human Resources in conjunction with the Vice Presidents/Provost.
- The program applies to only post baccalaureate programs of study.
- Programs of study must be taken at an accredited college or university.
- A copy of the program outline must accompany the Graduate Aid Program Application.

Please see the online employee manual for more details.

The deadline to submit the Application for Graduate Aid to Human Resources with the appropriate signatures and a program outline is October 1, 2009.

The Application for Graduate Aid can be found at messiah.edu/offices/hr/forms/ under Current Employee Forms.

Please contact Su Deitch at ext. 7085 with questions.