

NEWS

IN THE SPOTLIGHT... Benefit Elections Due November 21!

It's now or never: Open Enrollment closes on Tuesday, November 21, at 5 p.m. That's the deadline for electing your benefits for health, dental, and vision coverage. And, remember, *you must elect benefits even if you are not making any changes.* November 21 is also the deadline for PayFlex Flexible Spending Account enrollment.

This year, benefit election renewals and changes must be completed online at www.marymount.edu/muebs. To help you navigate this new process, here are answers to some important questions.

Q. If I have completed my online election of benefits but then realize I've made a mistake or changed my mind before the enrollment deadline, can I go back into the system and change my benefits?

A. Once your elections have been made and submitted, you cannot make changes online. Instead, e-mail the information to Benefits Manager **Julia Kaiser** (julia.kaiser@marymount.edu). She will make the changes and send you a confirmation e-mail. All requests must be submitted by November 21 at 5 p.m.

Q. If I have completed the online enrollment for my health care but decide – before the enrollment deadline – to add (or delete) dental or vision, can I go back into the system to do that?

A. You must e-mail your request to add or delete benefits to Julia Kaiser (julia.kaiser@marymount.edu) and complete a hard-copy enrollment change form by November 21.

Q. I am making a payroll deduction for my PayFlex Flexible Spending Account. Do I need to sign and submit a hard-copy form for that in addition to making the online election?

A. Yes. After you have completed the online benefit election form, you will be prompted to download and print a hard-copy PayFlex enrollment form. Employees who waive health, dental, and vision coverage and receive Marymount's "flex-fund" monthly benefit of \$75 must

also complete the online election form and the hard-copy PayFlex enrollment form.

Q. What if I forget to complete my benefit election online by the 5 p.m., November 21 deadline? Do I forfeit my benefits, even if I'm keeping the same plans?

A. All full-time MU employees must complete and submit their online benefit elections by 5 p.m. on November 21 – even if they are keeping the same plans. Otherwise, they will waive all coverage and flexible spending account benefits for 2007. Any health/dental/vision/flexible spending account benefits elected in 2006 will be cancelled, effective December 31. There will be no exceptions.

If you have other questions, please contact **Julia Kaiser** (ext.1554; julia.kaiser@marymount.edu).

'Tis the Season!

Celebrate the holiday season with the Marymount community. Here are some activities you may wish to participate in:

The annual **Faculty/Staff Holiday Party and Service Awards Presentation** will be held on Wednesday, December 20, in the Lee Center. The evening will begin with cocktails at 6:30 p.m., followed by the program, dinner, and dancing to live music. The annual Campus Fund prize drawing will be held during dinner.

Also this holiday season, enjoy the annual **Christmas Tree Lighting**. It will take place on Friday, December 1, at 6 p.m. in front of The Lodge. The Randolph Elementary School choir will perform during the reception that follows in the Lee Center Atrium.

The **Blue Harmony Christmas Concert** will be on Sunday, December 3, at 4 p.m. in the Reinsch Library Auditorium. Admission is free.

A special **Christmas Dinner** in the Dining Hall, open to faculty, staff, and students, will be served on Sunday, December 10, at 5 p.m. The dinner is free of charge for faculty and staff with an MU BlueCard; guests, including

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spouses and children, pay \$3 at the door. Dinner will be followed by the **Candlelight Mass** at 7 p.m. in the Chapel.

A **Penance Service** and the **Sacrament of Reconciliation** will be held in the Chapel on Monday, December 11, at 9 p.m.

The **Mother Butler Mission Guild's annual Christmas gathering** will be an afternoon tea. You are cordially invited to attend the tea on Tuesday, December 12, anytime between 2 and 4 p.m. in the Main House. Admission is \$10, and attendees are asked to bring an unwrapped gift for a teen. Call **Sr. Irene Cody, RSHM**, at ext. 1692 to purchase a ticket.

You can also support the Mission Guild by purchasing a raffle ticket. You need not be present to win. Raffle prizes include \$100 cash, Barnes & Noble gift certificates, and a leather wallet. You can also call Sr. Irene for raffle tickets.

FYI

Win a Parking Spot at Sports Night!

Faculty and staff are encouraged to attend the men's and women's basketball home-opener games against Mary Washington on Wednesday, November 29, beginning at 6 p.m.

It's also **Staff/Faculty Appreciation Night**, sponsored by Spirit Programs, Human Resource Services, Campus Safety, and the Bookstore. Attendees will receive a meal ticket for a free dinner that night at Bernie's, plus other giveaways. Representatives from Spirit Programs will hand out the tickets and giveaways in the Lee Center Atrium from 5-6 p.m. and from 7:30-8 p.m. Raffle prizes awarded during each game's half-time will include an MU sweatshirt and a month-long coned parking

space. You must be present to win.

Don't miss this great opportunity to cheer on the Saints. Your support will be greatly appreciated and may even inspire a double victory!

Dive into Deeper Waters

The next Deeper Waters meeting will be Friday, December 1, from 1-2 p.m. in the Campus Ministry Lounge. The discussion group will examine the book *He Leadeth Me* by **Fr. Walter Ciszek**. Copies are available in the Campus Ministry office. Please call ext. 1607 if you would like to borrow one or need additional information.

PLAUDITS

Sister Patricia Helene Earl, IHM, PhD, recently presented "Growing in Wisdom, Age, and Grace," at the Arlington Diocesan Institute for teachers and administrators. Her work is an overview of Bishop Paul Loverde's recent pastoral letter of the same title on Catholic schools, and suggests a methodology on how to use this document with K-12 students and for faculty discussion and parent meetings.

Dr. Zary Mostashari, dean and professor, Library and Learning Services, served on the Substantive Change Committee for the Southern Association of Colleges and Schools visit to the Our Lady of the Lakes College in Baton Rouge, Louisiana, this month.

Dr. Karen Waters, professor of English, delivered the Vidvatva Lecture in New Delhi, India, where she is spending the 2006-07 academic year as a Fulbright Scholar. This lecture series calls upon the expertise of visiting and resident fellows to help carry forward the message of the Fulbright Program. Waters spoke on "The Place of Literature in a Multicultural Society."

Women's volleyball coach **Beth Ann Wilson** won Capital Athletic

Conference Coach of the Year honors for the second time in three seasons. She has led the Saints to an undefeated regular season CAC campaign and a second-place finish in the tournament. The team finished 24-9, making this the third year in a row that the Saints have had at least 20 wins in the season.

PEOPLE

Welcome

Frehiwot Bayou, administrative secretary, School of Health Professions (ext. 1581; frehiwot.bayou@marymount.edu)

Veronica Calero, secretary, Financial Aid (ext. 1530; veronica.calero@marymount.edu)

Sumana Chatterjee, donor relations associate, Development (ext. 6894; sumana.chatterjee@marymount.edu)

Bridget Downey, learning associate, Learning Resource Center (ext. 6988; bridget.downey@marymount.edu)

Sandra Manning, administrative secretary, School of Education and Human Services (ext. 1620; sandra.manning@marymount.edu)

Rebekah Salcedo, administrative assistant, Academic Success Center (ext. 6927; rebekah.salcedo@marymount.edu)

Brandon Saunders, receptionist, Admissions (ext. 2567; brandon.saunders@marymount.edu)

EVENTS

November 20—Refworks Workshop, Library Instruction Room, 5 p.m.

November 22-24—Thanksgiving Holiday; University closed

November 28—Ethics Award Presentation, Reinsch Library Auditorium, 7:30 p.m.

November 29—Women's Basketball vs. Mary Washington, Verizon Sports Arena, 6 p.m.

November 29—Men's Basketball vs. Mary Washington, Verizon Sports Arena, 8 p.m.