

## Salary increase to be paid in 2 installments

Just in time for the Thanksgiving holidays, the SPC Board of Trustees on Nov. 20 approved a salary increase and increased medical benefits for budgeted employees.

The full salary increase of 2.4 percent, to be distributed in two payments, is for those employed as of

July 1, 2007. For those hired on or after July 1, the salary adjustment will be prorated. The first payments will be issued the week of Dec. 10.

Hourly OPS and student assistant pay rates will increase 2.4 percent beginning Jan. 1. Trustees will consider in January if it is possible to adjust

adjunct supplemental pay following a review of student enrollment for Term II.

"We can be grateful to our trustees for their generosity during a year when state revenues have declined," SPC President Carl M. Kuttler Jr. said.

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## Vet Tech A.S. degree receives national award for '07

The college's Associate in Science degree in Veterinary Technology has received the Sloan Consortium's Most Outstanding Distance Learning and Teaching Award for 2007.

Program Director Rich Flora accepted the award earlier this month at the national convention in Orlando.

"This is a very prestigious award," Flora said. "It is usually won by the major universities."

He said the award is based on "courses, the design of the courses, what we teach and how it is provided

to students and the learning outcomes."

Flora, who has been at the college 2 1/2 years, said the award is validation of the hard work by the faculty and staff. "This also is a tribute to Guy Hancock (former program director). He deserves a lot of credit because he had the energy to build this program into what it is today.



Rich Flora

## 600 expected to march at Dec. 15 commencement

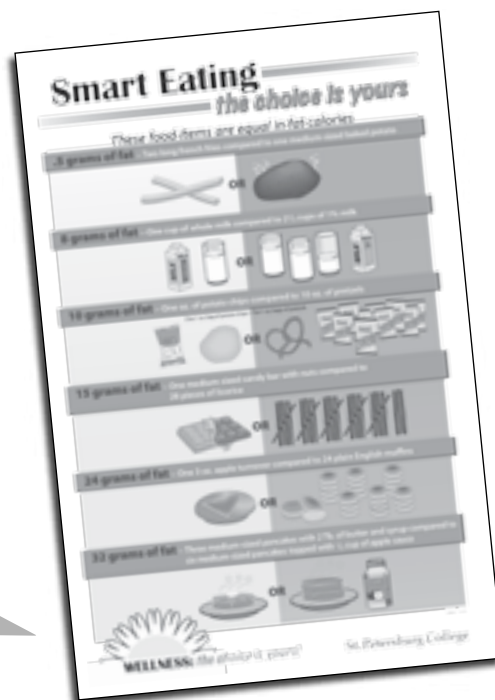
More than 600 are expected to march at Tropicana Field Dec. 15 during St. Petersburg College's 105th commencement exercises. The ceremonies, presided over by President Carl M. Kuttler Jr., will begin at 10 a.m.

Sheila Crump Johnson, chief executive officer of Salamander Hospitality and owner of Innisbrook Resort and Golf Club in Palm Harbor, will deliver the commencement address. She also will be awarded an honorary degree.

Besides Innisbrook and a number of other valuable real estate holdings, Johnson owns the WNBA's Washington Mystics, and is an owner of the NBA's Washington Wizards as well as the NHL's Washington Capitals. She is a former owner of Black Entertainment Television (BET).

Developer Grady Pridgen will receive the President's Award during the ceremonies. Pridgen is a passionate visionary who believes urban centers can be revitalized

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### Good eating reminders

The college's wellness campaign continues. Posters have been placed in the break rooms at all locations reminding employees of the nutritional differences in several favorite foods. Cathleen Shears' wellness column this week reports on the success of the wellness screenings, which will begin again after Jan. 1.

## Men's basketball team 4-4 after winning two

The men's basketball team evened its record at 4-4 after sweeping both games in the SPC Thanksgiving Classic.

The men defeated Daytona Beach Community College 71-68 and nipped Palm Beach CC 83-81 the next night.

The team is on the road this weekend, traveling to Florida Memorial College tonight, and Miami Dade College Saturday.

Coach Earnest Crumbley's team is at home Dec. 7 against Broward CC

and the next afternoon entertains top-ranked Chipola College at 4.

The women are 2-5 after losing to Central Florida CC Tuesday. The next home game is Saturday at 4 p.m. against Abraham Baldwin College. Tuesday the team entertains Clearwater Christian College at 7 p.m.

All home games for the men and women are played at the SP/G gym. To keep up with the SPC athletics program, visit [www.spcollege.edu/athletics](http://www.spcollege.edu/athletics).

## John Osborn dead at 61



John Osborn, an adjunct instructor in Business Technologies at the Clearwater Campus for many years, died Friday in Nampa, Idaho. He was 61.

His wife, Susan, recently retired from the Clearwater Provost's Office.

There will be no services. Contributions in his memory can be made to the Gem State Fly Fishers Scholarship Fund at GSFF Scholarship Fund, P.O. Box 68, Nampa, ID 83653.

## Thank you

I want to thank everyone, especially the "Facilities Family", for their show of support during a difficult time. My mother's death was unexpected and my family from up north was extremely impressed by the support of the college family. I want to thank everyone for their thoughts, cards and prayers.

**Dennis Dougherty**  
Facilities, SP/Gibbs

I am so blessed to have so many friends at SPC. My father's passing, to say the least, was a shock but with so many friends and family holding us up, we have made it through another day. You all have touched our hearts.

Love,  
**Linda Wichlenski and family**  
College of Nursing, HEC

## Commencement *continued from Page 1*

and developed into comfortable and workable communities. He is a firm supporter of the environment, and believes a healthy environment is essential to the quality of life in Tampa Bay.

Pridgen is among the largest commercial landowners in St. Petersburg. His holdings include a number of multiple business and

mixed-use communities comprising more than 4 million square feet of space.

A full faculty-staff procession will not take place in keeping with previous non-May graduations. However, SPC encourages you to attend the ceremonies to show your support for the graduates.

## Pay certs deadline is noon Dec. 10

Pay certification sheets for the leave/earnings period ending Dec. 14 must be received in Payroll by noon, Dec. 10.

Employees are asked to turn in their paperwork in a timely fashion to the person responsible for payroll.

"Many people are accustomed to making changes or filing late, but we will not be able to accommodate them," said Theresa Furnas, associate vice president of Financial and Business Services.

There can be no exceptions,

Furnas said, adding that accuracy and completeness are critical.

If your paperwork is filed late or inaccurately, your paycheck will be delayed or changes will not appear until Jan. 4.

For those who get their paperwork completed on time, paychecks and direct deposit statements will be available Dec. 18 in each department.

If you do not pick up your check or statement Dec. 18, it will be available at your site Jan. 2.

St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO at (727) 341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by e-mail at [ea\\_eo\\_director@spcollege.edu](mailto:ea_eo_director@spcollege.edu).

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St. Petersburg College

**SPC**

Excellence in education since 1927

College Wellness Coordinator  
Cathleen Shears' wellness column  
appears weekly in the Blue & White.

## Wellness update

by Cathleen Shears

### Wellness initiative continues to grow

As we near the end of 2007, it's time to reflect on the progress of SPC's wellness initiatives.

The most visible activity, spearheaded by President Carl M. Kuttler Jr., was two rounds of comprehensive wellness screenings, offered at no cost to budgeted employees. More than 580 SPC employees participated.

The screenings were so successful that the president has authorized us to offer more screenings after the new year and to invite retirees on the college-sponsored Aetna medical insurance plan to participate.

Meanwhile, SPC's slogan, "Wellness: The choice is yours" has permeated many other wellness ventures, including:

- Lunch and Learn sessions offered on each campus during October and November.
- Ongoing support groups to help employees quit smoking.
- Weight Watchers at Work sessions (on campuses that meet the attendance minimums).
- An Employee Assistance Program, which is free to all employees and offers resources to manage stress, family/parenting issues, anxiety/depression, elder care, anger, alcohol/substance abuse, marital issues and legal/financial issues.
- Joining fees waived for area YMCAs (through Dec. 31). Enrollment fees waived for Morton Plant and Carillon Wellness Centers.

Besides the second round of health screenings, more are on the horizon. There also will be Lunch and Learn sessions, and Smoking cessation and smart eating sessions. Posters to encourage healthy eating are being placed in break rooms and high-traffic areas college-wide. Also, we are redesigning the Wellness Web site (though the current site has lots of useful information).

The momentum shows no signs of slowing. If you have any suggestions, questions or concerns, feel free to contact me at [shears.cathleen@spcollege.edu](mailto:shears.cathleen@spcollege.edu).

### Upcoming Lunch and Learn Brown Bag Sessions – Healthy Holiday Eating

Wednesday, Dec. 5  
Seminole Campus, UP 303-319  
12:30-1 p.m.

Thursday, Dec. 6  
Caruth Health Education Center, Auditorium  
12:30-1 p.m.



Anne Neiberger



Sandra Wise



Linda Setala

### SPC's FACC chapter wins two of five categories in new awards program

The college received two statewide awards and several staff members were elected to state offices during the 58th annual convention of the Florida Association of Community Colleges.

SPC programs won two of the five Chancellor's Exemplary Practice Awards presented at the FACC Convention for the first time. This award recognizes state community colleges' innovative approaches in areas such as academic affairs, student affairs, workforce education and business partnerships.

"I applaud these institutions for their outstanding commitment to student achievement," said Community Colleges Chancellor Will Holcombe. "These awards give much-needed recognition to the exceptional work being done by Florida's community colleges. We can all learn from these award-winning strategies and raise the level of performance for our whole system."

SPC's Managing the WEB: Workforce, Education and Business program was honored with the award's Workforce Education component.

Sandra Wise, provost, Caruth Health Education Center, said this program is a partnership between SPC, BayCare and WorkNet initiated about four years

ago as a means of addressing the area's nursing shortage. The program is designed to recruit student nurses. Today, there are 85 students enrolled in various stages of the nursing program. The program will graduate about 40 students per year, and has 48 admissions per year.

The college also received the Academic Affairs component of the award, for HEC's New Initiative Program, which offers academic support for pre-health and health education students.

"I think it's phenomenal," said Ann Neiberger, NIP coordinator, of the award. "I think it's reflective of the staff that works here and all the innovative and creative things they do for the students."

Linda Setala, PeopleSoft functional specialist, Clearwater Campus, was named the SPC chapter's Unsung Hero, and the college's FACC chapter was named the Region IV Chapter of the Year.

"SPC takes pride in the work of our local FACC chapter," said Chapter President Peg Connell, Special Populations coordinator, EpiCenter. "I am particularly proud of our Facilities staff who took the lead statewide in initiating the new Facilities Commission that was

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**Installments** *continued from Page 1*

In addition to the salary hike, trustees will request group PPO dental benefits for budgeted employees beginning July 1, 2008 when the college's current contract for dental insurance expires.

In all, the total increase in the salary budget for the college amounts to an increase of 5 percent.

The breakdown is as follows:

2.4 percent pay adjustment	\$1,636,696
Faculty degree changes	99,238
Schedule adjustments	23,407
Faculty Creativity Award (research)	25,000
Health insurance increase	600,000
Dental reserve	500,000
Dental costs – one year	350,000
Sick leave pool increase	13,200
Special medical tests	117,609
<b>TOTAL</b>	<b>\$ 3,365,150 †</b>

The first of the two salary adjustments (1.2 percent) will be distributed in December; the second in June 2008. No regular employee will receive less than a \$700 increase for the year.

Trustees said they had hoped for a recurring base salary increase, however, funding for the state's community colleges was reduced considerably from initial estimates and there is a significant potential for future budget reductions as a result of declining state tax revenues.

Kuttler said this potential for a continued decline in state revenue makes it necessary for the college to minimize at this time the potential for recurring budget increases beyond the current year.

Therefore, following completion of the 2008 legislative session, "we will evaluate the 2007-08 and 2008-09 fiscal year budgets to determine the feasibility of rolling this adjustment into the base salary."

**Concert Chorus presents Christmas program Dec. 8**

The 140-voice college Concert Chorus will perform traditional songs of the season Dec. 8 at 3:30 and 7:30 p.m. at the college's Music Center.

The chorus' theme this year will be "Christmas Around the World" and will include Christmas songs from Brazil, France, Ireland, England and Italy. Vernon Taranto Jr., will direct. Admission is free.



**Checking out LRMA's latest**

President Carl M. Kuttler Jr. gets a close-up look at the latest exhibition at the Leepa-Rattner Museum of Art from Lynn Whitelaw, director of the museum. Japanese woodblock prints from the Andrews-Schroeer Collection is the featured exhibition. The collection will be in the north and south galleries through Jan. 13. The exhibition of 95 prints is from the collection of Edna (Bunny) Andrews Schroeer, a 1960 St. Petersburg College graduate, and her husband, Professor Dietrich Schroeer.

**FACC** *continued from Page 3*

formally designated at the annual FACC members' meeting held during the convention."

SPC chapter members who will serve as FACC state officers for 2008 include:

**Bev Grundset**, instructor, natural science, St. Petersburg/Gibbs — Chairman, Faculty Commission.

**Sheryl Peterson**, instructor, psychology, Clearwater — Co-chairman, Faculty Commission.

**Traci Steen**, construction

attorney, Facilities Planning and Institutional Services, EpiServices — Chairman, Facilities Commission.

**Li-Lee Tunceren**, ESL instructor, communications, Clearwater — Secretary, Technology Commission.

**Carol Weideman**, director, Institutional Research and Effectiveness, EpiServices — Chairman, Institutional Effectiveness Commission.

**Recycled electronics will benefit Women on the Way**

Women on the Way (WOW) will sponsor an electronics recycling drive from 9 a.m. to 1 p.m. on Jan. 26 at the Clearwater Campus.

Unneeded working or reusable electronic items can be dropped off for recycling at the west end of the south parking lot, accessible from Old Coachman Road.

WOW will receive cash from Hands on Recycling for each reusable item. It will use the proceeds for scholarships.

Items must be in working condition. They may include desktop computers, laptops, monitors, televisions, audio and video equipment (VCRs, CDs, DVDs), cell phones, inkjet and laser cartridges, fax machines, scanners, printers.

All computer hard drives will be erased before reuse. For further information, call Ext. 2634.

## Eta Nu honored at regional convention

The Eta Nu chapter of Phi Theta Kappa received several awards at the Phi Theta Kappa Florida Region Convention Nov. 9-11 in St. Petersburg. In addition to being selected a Distinguished Chapter, Eta, which represents the St. Petersburg/Gibbs Campus, received Hallmark awards in Scholarship, and Leadership.

Sarah DiRuggiero was selected Distinguished Chapter President; Denitsa Rakitska, Distinguished Chapter Officer; Michelle Westgate, Distinguished Member; and Steve Meier, Distinguished Chapter Advisor. Sarah Wallace received an award for the best short story.

Eta Nu alumnus Kaz McCue was selected the 2007 Most Outstanding Alumnus from the Florida

Region of Phi Theta Kappa. McCue is the Director of Visual Arts at Interlochen Center for the Arts in Interlochen, Mich. Lars Hafner, St. Petersburg/Gibbs Campus provost, received the Distinguished Service Award for his support of Phi Theta Kappa as a campus CEO/provost.

Eta Nu was host to this year's Florida Region Convention as Executive Chapter. The chapter also

**The chapter also was elected to host the Florida Region Honors Institute scheduled for this summer.**

was elected to host the Florida Region Honors Institute scheduled for this summer for chapters to examine various aspects of the new Phi Theta

Kappa Honors Study Topic on "The Paradox of Affluence: Choices, Challenges and Consequences." Phi Theta Kappa is the official honor society for two-year colleges with more than 1,200 chapters internationally and 75 in Florida.

### Onward & Upward

**Kevin Morgan** and **Julia Rawa**, both Seminole/eCampus faculty members, attended the recent Florida College English Association (FCEA) meeting and received awards for "Exceptional Service to the Profession and the State of Florida."

**Bonnie Jefferis**, Communications, CL, moderated a session on "Improving the FCA Journal: A Brainstorming-Based Workshop" and was elected Executive Treasurer at the recent 77th Annual Florida Communication

Association Convention in Daytona Beach Shores.

**Rich Mercadante**, Communications, CL, presented "The Rhetorical Making and Molding of Globalization," served as FCA president, and was awarded the 2007 Florida Communication Association Outstanding Service Award at the FCA convention. He also presented "A Casuistic Theory for Debating Values" at the National Communication Association's 93rd Annual Convention in Chicago earlier this month.



### Learning from a pro

**Stephen Montague**, standing left, St. Petersburg College graduate and acclaimed composer, gave the SPC Band some tips during a recent visit. Joining him is SPC band instructor **John Bannon**. The band will play one of Montague's works at a concert Wednesday in the Music Center. Montague lives in London and works with United Music Publishers.

### SPC leads in distance learning enrollments once again

St. Petersburg College once again has led all Florida community colleges in distance learning enrollments — 59,816.

Figures are for 2006-07. It's the ninth year in a row that SPC has led the state in distance learning enrollments.

The for 2006-07 numbers were 20 percent higher than distance enrollments for 2005-06 at SPC.

### Reminder

Monday is the deadline to sign up for, or renew, your Flexible Spending Account (FSA).

Your completed form, which is attached to this edition of the *Blue & White*, must be sent to Anh Nunag in Human Resources, EpiServices Building. If you want to cancel your existing account, you also must return a completed form.

All budgeted employees may sign up for a FSA. For more information, including what over-the-counter medications can be reimbursed and dependent care expenses, visit the Web site of Custom Benefit Services, our third-party administrator who processes the refunds at <http://www.ezflexplan.com/cbs/home.asp>. (This Web site is located within HR's site.)

### For sale: condo in Clearwater

The SPC Foundation has received a condo-minium through an estate and is selling it for \$89,000. Proceeds will go into a scholarship fund.

The 980-square-foot condo is in Normandy Park South in Clearwater, which is a 55 and over community. It has two bedrooms and two baths. Furniture and appliances are included. It was built in 1971.

Contact Donna Shea at REMAX (727) 744-5783.



# SPC *employee anniversaries* *December*

<b>Years</b>	<b>Name</b>	<b>Hire Date</b>	<b>Years</b>	<b>Name</b>	<b>Hire Date</b>
32	Wortock, Jean M.	12/15/75	6	Fell, Susan P.	12/10/01
23	Kidd, Wayne R.	12/3/84	6	Yevstigneyeva, Nadia	12/17/01
20	Montalvo, Debria E.	12/1/97	5	Jazwierski, Jill L.	12/6/04
18	Burke, Janice L.	12/4/89	4	McKenna, Marsha L.	12/1/03
18	Johnson, Jane M.	12/4/89	4	Toohill, Marte K.	12/8/03
17	Hall, Bill W.	12/3/90	4	Boyce, Ronald G.	12/15/03
15	Kerwin, Denise D.	12/2/92	4	Dinamidis, Linda	12/15/03
15	Gates, Roger W.	12/13/92	4	Marks, Paul G.	12/15/03
14	Morales, Francis C.	12/20/93	3	Kerr, Christopher K.	12/2/04
12	Hoang, Phi V.	12/4/95	3	Oliver, Thomas M.	12/6/04
12	Nguyen, Toan K.	12/4/95	3	Van Nostrand, Thomas M.	12/6/04
12	Berry, Misty R.	12/19/95	3	Ralph, Kathy D.	12/7/04
11	Curtis, Richard J.	12/10/01	3	Mollitor, John R.	12/13/04
11	Hess Jr, Richard L.	12/2/96	2	Hopf, Leigh Goldberg	12/6/05
10	Schleper, Thomas C.	12/8/97	2	Davisberg, Marvin	12/12/05
9	Allen, Mary C.	12/10/98	1	Carvell, Suzanne R.	12/4/06
9	Rafferty, Regina N.	12/14/98	1	Binalay, Amber L.	12/4/06
9	Worley, Katherine N.	12/15/98	1	Campbell, Sandra J.	12/4/06
7	Heisler, Laura	12/4/00	1	Grey, William R.	12/4/06
7	Gibson, Rick	12/12/00	1	Jewell, Brian R.	12/4/06
6	Patrick, Christopher L.	12/13/01	1	Benjamin, David K.	12/11/06
6	Samay, Robert J.	12/3/01	1	McFadden, Mara L.	12/11/06
6	Theocharakis, Wendy L.	12/3/01	1	Rhymes, Carlos C.	12/12/06



# SPC *employee birthdays*

## *December*

<b>Birth Date</b>	<b>Name</b>	<b>Birth Date</b>	<b>Name</b>	<b>Birth Date</b>	<b>Name</b>
12-01	Johnson, Larry L.	12-09	O'Neil, Barbara	12-22	Kessing, Renee Voytas
12-01	Davis, Ruth D.	12-10	Johnson, Richard M.	12-22	Chamberlain, Shannon
12-02	Altuna, Terri L.	12-10	Woods, Vonda L.		Elisa
12-02	Lowe, Kevin M.	12-11	May, Thomas C.	12-22	Rewald, Charles P.
12-03	Morelli-White, Nan	12-12	Carter, Michael D.	12-23	Mascoll, Jannis J.
12-03	Trujillo, Faride	12-13	Sengphrachanh,	12-23	May, Diane G.
12-03	Maxudov, Lisa		Phonedavanh	12-23	Greenwald, Ronald B.
12-03	Emmerson, Robert L.	12-13	Cirri, Marilyn	12-24	Davisberg, Marvin
12-03	Yourth, Bradley J.	12-13	Liebert, David T.	12-24	McNamee, Kim M.
12-04	Schreur, Lisa	12-14	Vassel, Eleanor	12-25	Marden, Mary J.
12-04	Bird, Barbara F.	12-14	Leonard, Michele R.	12-25	Clark, Carol M.
12-04	Connell, Margaret A.	12-14	Gray, Jamie L.	12-25	Rib, Wendy J.
12-05	Stedham, Vickee	12-14	Richards, Richard J.	12-26	McCall-Bell, Ruth V.
12-05	Nieves, Sandra	12-14	Pecchio, Kristin D.	12-26	Watkins, Nancy A.
12-05	Mack, Penethia T.	12-15	Phillips, Lynda A.	12-27	Vazquez, Eunice A.
12-06	Sipes, Judith N.	12-15	George, Anita L.	12-27	Anthony, Elaine M.
12-06	Navab, Saied	12-16	Adams, Marsha	12-27	McKanna, Thomas F.
12-06	Thomas, Kevin W.	12-16	Wienczek Jr, Edward Joseph	12-27	Ellis, Judith E.
12-07	Slavin, Susan L.	12-16	Ralph, Kathy D.	12-27	Miller, Regina A.
12-07	Whitted, Mae C.	12-18	Preston, Suzanne C.	12-27	Burton, Larry E.
12-07	McKenzie III, Sydney H.	12-18	Ladewig, Catherine W.	12-28	Ladd, Debra A.
12-07	LeBoeuf, James J.	12-18	Reeves, Thomas M.	12-28	Gardner, Suzanne L.
12-07	Mitchell, Wendy S.	12-18	Greenfield, Vicki K.	12-28	Breland, Jabe A.
12-07	Brillinger, Brian W.	12-18	Doolittle, Nancy	12-29	Hesting, Karen L.
12-08	Johnson, Marcia S.	12-19	Fratius, Earl T.	12-29	Dresser, Mary
12-08	Grant, Kenneth P.	12-19	Rogers, Fredrick H.	12-29	Michael, Marilyn
12-08	Fernandez, Julia Maria	12-19	Polansky, Valerie L.	12-29	Klein, William E.
12-08	Steen, Traci C.	12-19	Wright, Janet M.	12-30	Repetowski, Gene M.
12-08	Chitikov, Irene	12-20	Lanuquette, Veronique	12-30	Jones III, Charles A.
12-08	Arthur, Ian J.	12-20	Bales, Tanya D.	12-30	Balasis, Suzy A.
12-08	Williams, Tonjua L.	12-20	Gill, Geraldine M.	12-31	Stott, Julie R.
12-09	Pedicone, Sharon L.	12-20	Charest, Lisa M.	12-31	Mundorff, Sheryl
12-09	Forbes, Wayne	12-21	Szuch, Connie F.	12-31	Delgato, Margaret H.
12-09	Roberts, Robert	12-21	Meece, Donald L.	12-31	Seay, Antonio R.
12-09	Malkin, Mark L.				

# Cafeteria Plan

## Election Form for St. Petersburg College Employees

St. Petersburg College \_\_\_\_\_  
Employer Name \_\_\_\_\_ Plan Year \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Employee Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Employee Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

No. of Pay Periods Per Year _____	Hours regularly worked each week for this employer _____
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I understand that I have an amount of flexible pay equal to \$\_\_\_\_\_ per pay period for the purchase of qualified benefits. I hereby authorize and direct my employer to reduce my salary in the amount necessary to pay for the coverages shown below. Such reductions, considered as elective contributions under the plan, shall commence with my paycheck dated \_\_\_\_\_. I further authorize future adjustment in the amount of the salary reduction in the event that the cost of coverage in any program selected below under the heading "Premium Only Plan" is changed during the plan year.

I also understand that the purpose of this program is to allow employees to select their qualified benefits within the guidelines of the Internal Revenue Code.

Listed below are the benefits that may be available under the plan. Please indicate which benefits you wish to select by completing the total per-deduction-period cost and the amount to be paid by salary reduction. The selections will remain in effect until a subsequent election form is filed, in accordance with the plan.

Benefit* (All amounts should be per deduction period.)	Salary Reduction Amount Per Pay Period	No. of Reductions Per Year	Annual Election Amount
<b>Dependent Care Reimbursement Plan</b> Coverage Effective Date _____	_____	_____	_____
<b>Health Care Reimbursement Plan</b> Coverage Effective Date _____	_____	_____	_____
<b>Totals</b>	_____	_____	_____

\*I understand that only benefits listed in my employer's Flexible Benefits Plan document are available. I understand that the selection of a benefit and the indication that a premium is to be paid does not necessarily include me in the insurance portions of this plan. In most instances an application for insurance must also be completed.

**This election form will remain in effect and cannot be revoked or changed during the plan year, unless the revocation and new election are on account of and consistent with a change in family status (e.g., marriage, divorce, death of spouse or child, birth or adoption of a child, and termination of employment of spouse).**

**I understand that the insurance claim payments under certain coverages may be subject to federal and state taxes when the premium is paid by salary reductions or employer contributions.**

**AUTHORIZATION:** I certify the above information to be correct and true and any dependents for which I have selected the dependent care benefit reside with me in a parent-child relationship and/or are legally dependent on me for their support. I understand that any amounts remaining in my account(s) not used for eligible expenses incurred during the plan year will be forfeited in accordance with current plan provisions and tax laws. I hereby authorize the deduction of the administrative fee, if applicable.

\*Reminder: Cosmetic and elective procedures are not eligible for reimbursement. For questions regarding specific items or procedures, please call your benefits office or Custom Benefit Services. Please note, vitamins and supplements require a letter of medical necessity from your doctor.

If you have questions or need additional information, please contact us at 1-800-809-8161 or visit our Website at [www.ezflexplan.com/cbs](http://www.ezflexplan.com/cbs).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**IF YOU DECLINE PARTICIPATION:** The benefits of the plan have been thoroughly explained to me and I decline to participate.

Signature \_\_\_\_\_ Date \_\_\_\_\_