

## KCTCS Open Enrollment- October 15-26, 2007

Open enrollment is October 15, 2007 through October 26, 2007.  
The 2008 plan Year is not a total re-enrollment.

Elizabethtown  
Community &  
Technical College

Office of Human  
Resources  
600 College Street  
Rd  
Elizabethtown, KY  
42701

Phone:  
(270) 706-8412

You must enroll if:

- You want to enroll in or continue participating in an FSA;
- **You want to waive coverage, or continue waiving coverage and Direct the employer contribution to an HRA;**
- You want to change your current health insurance plan; or
- You want to add or drop dependents

Summary of Health care descriptions can be found on the KY department of Employee Website. <http://kehpa.ky.gov>. Kentucky employee health plan handbooks will be put into your College mailbox.

**Open Enrollment informational session will be held:**  
**October 16, 2007- 10:00 am & 1:00pm in room112 administration building**  
**October 17, 2007-1:00 pm & 3:00 pm in room 112 administration building**



## PPE Information/Merit

The PPE information( calendar and forms) for 2007-2008 is on the ECTC website under Human Resources. Please review the PPE calendar for important dates and procedures.

We will use the following forms this year:

- HR-91- PPE form (same form that we have been using only the dates have changed)
- HR 118- This form needs to be completed by all regular faculty and staff generally by December 15, 2007 to identify planned significant accomplishments for 2007-2008 or to identify that they do not intend to participate in the nonrecurring merit bonus program this year.
- HR 119-This form is used by all faculty and staff who have submitted form HR 118 to document outcomes for significant accomplishments. This form will be submitted with completed PPE form by April 30, 2007.



# Horizon Behavioral Services

Horizon Behavioral Services is a free employee assistance program for all full time KCTCS employees. KCTCS provides this program to offer support, guidance and resources to help you and your family resolve personal issues.

## **What can the HorizonCare Programs do for me?**

HorizonCare services can help with the following issues among others:

- Child care and elder care
- Alcohol and drug abuse
- Life improvement
- Difficulties in relationships
- Stress and anxiety with work or family
- Depression
- Personal achievement
- Emotional well-being
- Financial and legal concerns
- Grief and Loss

## **Is it confidential?**

Your calls and all counseling services are completely confidential. Information will be released only with your permission or as required by law.

## **When is it available?**

Telephone consultation and online access to EAP services are always available. Simple call (888)293-6948 available 24 hours a day, 365 days a year or log on to [www.horizoneap.com](http://www.horizoneap.com). The program also includes up to three face-to-face assessment and counseling sessions. They will work with you to schedule appointments.

## **What can workLife services do for me?**

Worklife services can save you countless hours by researching and providing referrals for the following important issues, among others:

- Education needs for students of all ages
- Elder care and care for people with disabilities
- Child care and adoption resources
- Summer care, including campus and recreation programs]

## **What is the cost?**

The cost is paid for by KCTCS/ECTC. Please check with them to make sure services are part of the program.

## **How do I access HorizonCareLink online?**

Enter in your web browser: [www.horizoneap.com](http://www.horizoneap.com)

1. Enter **standard** as the login ID (in all lowercase letters) when prompted.
2. Entereap4u as the password (in all lowercase letters) when prompted.



**Congratulations!**  
**Years of Service Anniversaries.**

**October**

Wanda Poteat- 10/1  
Sara Freeman-10/2  
Katharine Marsee-10/3  
Amy Ball-10/14  
Mike Hazzard-10/16  
Joe Nail-10/24

Sherry Barnes-10/1  
Sandy E Howard-10/2  
Leslie Pike-10/5  
Amy Williams-10/16  
Liza Ramirez-10/16  
Mindi Campbell-10/28

**November**

Noel Helm-11/1  
Patricia Hawkins-11/8  
Missy Milby-11/16  
Carl Cox-11/16  
Mary Allard-11/17

Michael Washington-11/1  
Kathy Shofner-11/16  
Autumn Hack-11/16  
Laura Bowles-11/16  
Kathy Hodges-11/19

**December**

Yvonne Morris-12/1  
Joyce Wilson-12/1  
Julie Coy-12/6  
Dennis Tharpe-12/12

Rene Guarneros-Mata-12/1  
Steven Eler-12/4  
Donna Hester-12/8  
Wayne Sisk-12/15

**Welcome New Faculty & Staff**

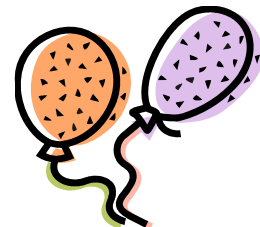
**STAFF**

Jill Grant, Office Assistant, CEDC 365 Grant, effective 9/5/07  
Phillip McKinney, Director of Program 365 Grant, effective 9/17/07  
Kristen Anderson, Program Facilitator 365, effective 9/17/07  
Jessie Lee, Program Facilitator 365, effective 9/17/07

**FACULTY**

Lois Chandler-Cousins, Instructor,  
Dental Hygiene/Dental Assisting, 11/1/07

Congratulations Bryan!!!  
Bryan Smith, Admissions Advisor, effective 10/1/2007  
Student Services



# Happy Birthday

## October

Laura Lamb 10/1  
Michael Meanor 10/2  
Ellen Mink 10/3  
William Ames 10/8  
Carla Hornback 10/8  
Gary Powers 10/10  
Cristy Ballenger 10/11  
Brenda Beale 10/12  
Dan Lloyd 10/13  
Monica Brady 10/18  
Doug Adams 10/20  
Rose Garvey 10/21  
Sue Ballard 10/21  
Steve Likins 10/26  
Becky Perkins 10/29  
Robert Woodson 10/31

Mindi Campbell 10/1  
Ernie Weaver 10/2  
Wendy Chitwood 10/4  
Diane Owsley 10/8  
Kris Wood 10/9  
Ann Thompson 10/11  
Phyllis Fentress 10/11  
Dale Buckles 10/13  
Tom Davenport 10/17  
James Dixon 10/19  
Jill Grant 10/21  
David Bowden 10/21  
Melanie Lowe 10/25  
Ron Dickerson 10/28  
Danny Witten 10/30

## November

Bill Druen 11/1  
Amy Williams 11/1  
David Nusbaumer 11/6  
Donna Hester 11/9  
Terri Stewart 11/11  
Mary Ann Flowers 11/15  
Jack Dilbeck 11/17  
Kate Senn 11/19  
Frank Folena 11/22  
Yvonne Morris 11/26  
Pattie Robinson 11/27

Camille Hill 11/1  
Susan Mudd 11/3  
Allen Hunt 11/7  
Joe Nail 11/9  
Jim Schork 11/12  
Ruth Williams 11/15  
Darla Ottman 11/19  
Jan Nemes 11/22  
Katharine Marsee 11/25  
Mary Byerley 11/26

## December

Lisa Cantrell 12/4  
Darrin Powell 12/5  
Connie Kintner 12/9  
Stu Gross 12/11  
Bernie Davenport 12/15  
David Miller 12/17  
Steven Parris 12/19  
Karen Pitcock 12/23  
Navin Madras 12/25  
Bob Lamphere 12/27  
Thelma White 12/29  
Jessie Lee 12/30

Vanessa Burt 12/5  
Kristen Anderson 12/8  
Kathy Hodges 12/11  
Gordon Priddy 12/13  
Judy Wieman 12/17  
Gregory Shultz 12/17  
Carolyn Jones 12/20  
Cathy Riggs 12/25  
Leon Curry 12/26  
Rene Emond 12/29  
Angela McKinney 12/30



Thanksgiving

# Mark Your Calendars!



Thanksgiving potluck- November 19, 2007, room 112,  
Administration Building. Dr. White will provide the meat.



The college will observe the following holidays and institutional closing days:

**Thanksgiving Day**, Thursday, November 22  
**Day after Thanksgiving Day**, Friday, November 23  
**Day before Christmas Eve**, Friday, December 21  
**Christmas Eve**, Monday, December 24  
**Christmas Day**, Tuesday, December 25  
**Institutional Closing**- December 26-31  
**New Year's Day**-January 1, 2008