January-February 2012

NEW HUMAN RESOURCES EMPLOYEE

Please help us welcome Crystal Buchanan to the Human Resources Department. Crystal joined HR as an Office Support Staff II on January 3, 2012. Crystal brings with her considerable clerical and administrative experience, including experience in higher education, state government, not-for-profit, and private industry. Crystal will assist Talia Gholson in PAF and personnel records processing.

CONGRATULATIONS! 2012 ALDP PARTICIPANTS

Each year a designated number of mid to high level staff leaders from each campus are selected to participate in the University of Missouri’s Administrative Leadership Development Program (ALDP). The ALDP uses assessment tools, training by internal and external management experts, and interaction with colleagues from across the UM System to develop and maximize the leadership qualities of the selected leaders.

Congratulations to the following UMSL employees who have been chosen to participate in the 2012 ALDP program:

Lynn Becker, Office Supervisor, Cashier’s Office
Tanika Busch, Business/Fiscal Operations Specialist, College of Arts and Sciences
Karl Kottemann, Associate Director Graduate Business Programs, College of Business Administration
Chris Scheetz, Supervisor Instructional Computing Facility, Information Technology Services
Paula Smith, Systems Administrator – Principal, Information Technology Services
Jason Stahr, Director of Stage Services and Operations, Touhill Performing Arts Center

WELCOME NEW EMPLOYEES

Gerald Brown Goodwin, Mgr, Environmental Hlth & Safety
Crystal Buchanan, OSSII, Human Resources
Kenya Burford, Admissions Rep, College of Nursing
Kevin Clear, OSSIII, Continuing Education
Michael Cummings, Research Lab Tech, MIMH
Daniel Diedrieck, Sr Director of Development, Advancement
Bethany Friedric, Admin Assoc, Cntr for Ethics & Public Life
Gerald Brown Goodwin, Mgr Environmental Hlth & Safety
Patricia Gouzien, Prog Proj Suppt Coord, Tchng & Learning
April Hammer, Marketing Manager, Advancement

Alicia Hottle, Sr. Info Spec-Videographer, Univ. Comm
Sam Imperiale, Event Assistant, Cont. Educ & Outreach
Jennifer Krajicke, Supv Stage Svcs (Seamstress), Theat & Dance
Myra Lopez, Sr. Info Spec-Public Relations, Univ Comm
Gregory Munteanu, Announcer, KWMU Radio
Sarah Potter, OSSIII, Educational Leadership
Mark Stevens, Announcer, KWMU Radio
Jonathan Weiss, Mgr Info Technology, ITS
Jamie Zurliene, Academic Advisor, International Studies
PROMOTIONS/TRANSFERS

Ephrem Andemariam, Editorial Asst to Coordinator Program/Project Support, International Studies
Dianna Batsch, Accountant, Research Administration to Coordinator Business/Fiscal Operations, CAC
*Jaime Bergfeld, from Exec Staff Asst, PAC to Business Manager II, Center for Excel Financial Counseling
Mary Kathleen Brown, Project Director to Sr. Project Director, MIMH
Alan Byrd, Director of Admissions to Asst Dean of Students, Admissions
Kristopher East, Temporary Clerical to OSSII, Center for Character & Citizenship
Theresa Keuss, Assistant to Registrar to Assistant Registrar, Registration
Krystal Lang, Admissions Counselor to Asst Director of Admissions
Matthew Lewis, Academic Advisor, College of Education to Sr. Academic Advisor, College of Nursing
David Osborn, Lab Assistant to Research Specialist, Center for Nanoscience
LorRee Pickett, Student Assistant to Social Work Associate, Psychology
Erin Ryan, Temporary Clerical to Admin Assistant, Continuing Education
Michael Sieveking, Coordinator Spec Events to Project Specialist, PAC
Angelique Speck, Temporary to Child Care Assistant, Child Development Center
Tracy Tinnon-Ball, Office Support Staff, IMSELT to Registration & Degree Audit

*Jaime was inadvertently omitted from the promotions/transfer section from a newsletter earlier in the year—sorry Jaime!

MENTORS NEEDED

New employees are requesting mentors and your help is needed! Mentors support the transition of new employees by familiarizing them with the operation of the campus, helping them to access resources or resolve work-related concerns, and providing them with moral support.

You can apply to become a mentor if you have at least one year full-time service at UMSL, are in good standing, and have your supervisor’s permission. Human Resources will match you with a new employee and provide you with initial training and further assistance as needed.

Become a member today! Learn about the program and apply at http://www.umsl.edu/services/hrs/New%20Employees/mentor_program.html or if you know an employee who would make a great mentor, nominate that person. Human Resources will follow up.

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for December was Mark Curry. Mark is a Senior Admissions Advisor in Admissions. Mark was chosen for the “Loyalty & Commitment” award. Comments made about Mark included, “Mark really enjoys working with students.” “Mark is the first person to embrace change and help in the implementation of any new initiatives.” “He prides himself on producing quality work.”

The UMSL Riverstars Employee of the Month winner for January was Judy Cates. Judy is an Administrative Assistant in the Child Advocacy Center. Judy was chosen for the “Works Well Under Pressure” award. Comments made about Judy included, “Judy is always up for a challenge and approaches them with many ideas to conquer.” “Judy’s sense of humor and pleasant smile are always present regardless of work stress” “Judy receives feedback well and moves on using the feedback for growth.”

Mark and Judy received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.
RIVERSTARS EMPLOYEE OF THE MONTH NAME REVIEW

Human Resources is looking for possible suggestions to change the name of the Employee of the Month from Riverstars. If you have a suggestion, please e-mail it to Nancy Draper at drapern@umsl.edu


SIGNIFICANT SERVICE MILESTONES FOR DECEMBER 2011 AND JANUARY 2012

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Brandon Burton, UMSL Police</td>
<td>5</td>
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<tr>
<td>Tavana Darris, University Campaign</td>
<td>5</td>
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<tr>
<td>Marshall Griffin, KWMU FM Radio</td>
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<tr>
<td>Charles Haas, UMSL Police</td>
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<td>Douglas Hettich, Admissions</td>
<td>5</td>
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<td>Maya Scruggs Hicks, Center for Student Success</td>
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<td>Lisa Lodes, Custodial Services</td>
<td>5</td>
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<tr>
<td>Patricia Slowiak, Center for Student Success/Transfer</td>
<td>5</td>
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<tr>
<td>Carol Jean Smith, Custodial Services</td>
<td>5</td>
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<tr>
<td>Mary Tackett, Registration and Degree Audit</td>
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<tr>
<td>Dan Zhou, Center for Nanoscience</td>
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<td>Jesus Chavira, Custodial Services</td>
<td>10</td>
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<tr>
<td>Mitchell Hess, Cashiers Office</td>
<td>10</td>
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<td>Daniel King, Athletics</td>
<td>10</td>
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<tr>
<td>Annelsbeth Trouten Larsen, Continuing Education</td>
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<td>Andrea Nichols, University Health Services</td>
<td>10</td>
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<tr>
<td>John Shanklin, User Services</td>
<td>10</td>
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<tr>
<td>Deborah Ballard, College of Education Advising &amp; Prof Exp</td>
<td>15</td>
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<tr>
<td>Stanley Holmes, University Center Operating</td>
<td>15</td>
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<tr>
<td>Gregory Goe, Telephone Services</td>
<td>20</td>
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<tr>
<td>Lynn Navin, Child Development Center (College of Education)</td>
<td>20</td>
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<tr>
<td>Thomas Pancella, MIMH Continuing Education</td>
<td>20</td>
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SERVICE AWARDS PROGRAM REVIEW

In September 2011, staff employees throughout the University who received a service award within the last year were invited to participate in a survey about the current awards program, which is a gift catalogue based program administered through O.C. Tanner. 970 employees responded to the survey. Based on the results of the survey, a University committee composed of representatives from all of the campuses is considering some major changes to the service awards program. If you wish to comment on the existing program or have suggestions for changing the program, please contact Karen Cedeck by phone at ext. 5238 or by e-mail at karen_cedeck@umsl.edu.
E-RECRUIT MANAGER SELF SERVICE

E-Recruit Manager Self Service was implemented on Friday, February 3rd. This system allows managers to post and obtain approvals for job postings through PeopleSoft. Consequently, HR will no longer accept paper forms requesting to post a position. Because PeopleSoft allows managers to status applicants and create job offers online there is no longer a need for the On-boarding or Applicant Evaluation Forms. The information that used to be provided on these forms will now be documented in Peoplesoft by the Hiring Manager or a delegate. Manuals, quick reference guides, and offer letter templates are available on the HR Forms page [http://www.umsl.edu/services/hrs/forms.html](http://www.umsl.edu/services/hrs/forms.html). Please contact Tara VanDeVoorde (ext. 5258) in Human Resources with any questions.

ILLINOIS TAX INCREASE

The state income tax rate for employees who live in Illinois increased from 3 percent to 5 percent, effective January 1, 2011. To compensate for this increase, Illinois residents can have additional taxes withheld using the MO W-4 Employee’s Withholding Allowance Certificate, which is available through myHR. Illinois residents can also make quarterly tax payments to the Illinois Department of Revenue. The Illinois Department of Revenue website, [www.revenue.state.il.us/](http://www.revenue.state.il.us/), contains the necessary information and Form IL 1040-ES (Estimated Income Tax Payments for Individuals) for submitting estimated taxes. Estimated taxes are due on April 17, 2012, June 15, 2012, September 17, 2012 and January 15, 2013. Employees who have additional questions or need further assistance should contact the Illinois Taxpayer Assistance Division at 1-800-732-8866. Employees should contact a tax specialist for their specific tax requirements.

MILEAGE REIMBURSEMENT

The University’s mileage reimbursement rate for business miles driven will remain at 52.5 cents in 2012. This is in accordance with the University’s reimbursement at a mileage rate three cents less than the IRS rate. Effective January 1, 2012, the University will reimburse at a rate of 20 cents per mile driven for moving purposes, three cents less than the IRS rate of 23 cents per mile.

J.C. PENNEY ROOM NUMBERS

The J.C. Penney conference center has undergone level and room renumbering. Temporary signs are up and permanent signs are in the works, so please bear with them as they make this transition. Online maps and forms have been updated. [http://umslce.org/index.php/conference-center](http://umslce.org/index.php/conference-center)

For questions, please call Continuing Education at 516-5961.
EMPLOYEE VOLUNTEER PROGRAM

“Make a Difference” monthly drawing
Beginning March 1, all employees completing their EVP day of service will be entered into a monthly drawing for a $20 gift card to a restaurant on campus or in the immediate vicinity! The names will be taken directly from Employee Volunteer Approval Forms submitted to the Volunteer Services Office during the previous months. The drawing will be held on the first of the month. (All forms must be received in the Volunteer Services Office by the first working day of the month in order to be included in the drawing.)

A separate drawing will also be held for those who have volunteered prior to January 31.

Opportunities for February are listed below.
If you are interested in a particular opportunity, please contact the organization directly.

FEBRUARY
Tuesday, February 7 - Wednesday, February 29
Times vary - See flyer for more information
Assist in the set-up of Prom Dress Boutique, sort/tag dresses
Cinderella Project
http://cinderellastl.homestead.com/
Mid Rivers Mall
Contact: Diane Wolferding
dwolferding@communitycouncilstc.org
636.978.2277

Tuesday, February 21
9:00am
Interior House Painting - Lemay area
Lemay Housing Partnership, Inc.
Contact: TC Parsons, Volunteer Manager
tc@lemayhousing.org
314.631.9905

For a complete calendar of volunteer opportunities through June 30: EVP Calendar

If you are interested in a particular opportunity—please remember to obtain your supervisor’s approval prior to volunteering.
Employee Approval Form

EVP/Student Life Volunteer Fair will be held on Thursday, March 22 from 10:00 am—2:00 pm in Century Rooms MSC.

Approved non-profit organizations will be in attendance to showcase their volunteer opportunities. Come learn more about how you can SPEND YOUR DAY! For a listing of approved organizations: EVP Volunteer Organization Database.

For questions, contact Elizabeth Pawloski, Volunteer Coordinator at extension 4107.

Friday, February 17
8:00am-Noon or Noon-4:00pm
Set-up for Sports Championship Trivia Night
Sports Trivia Championship @ Chaifetz Arena
Volunteer Registration Form
Contact: Kristen Bracken, Volunteer Coordinator
kbracken@stpatrickcenter.org
314.802.0681
HEALTHY FOR LIFE INCENTIVE

**Earn your $100 Healthy for Life Incentive**
This year the University is announcing a new $100 Wellness Incentive as part of the health and wellness plan changes for 2012. Primary subscribers in the medical plan who complete both the health screening and the personal assessment will receive $100 deposited into a tax favored health account to use for medical expenses in 2012. You can get started earning your wellness incentive now! Click here to learn more about how to earn your incentive by completing your personal health assessment and schedule your health screening.

**SCREENINGS:**
Faculty and Staff must pre-schedule an appointment at www.healthyforlife.umsystem.edu; no walk-ins, please.

**FLU SHOTS:**
Flu shots will be available in the Seton Hall Lobby on Thursdays in February (16th & 23rd) while supplies last; no appointments necessary. Free with UM Health Care insurance (Coventry card) or $15 cash or check.