January-February 2014

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2014 HEALTH SAVINGS ACCOUNT

The maximum annual contribution to the Health Savings Account for 2014 is $3,300 for individual and $6,550 for family coverage. Employees over the age of 55 can contribute an additional $1,000, raising the maximum for them to $4,300 for individual coverage or $7,550 for family coverage. The $600 for individual/$1,200 for two or more coverage seed money counts towards these maximum contributions.

If you are a new participant in the myOption plan and you have not received your welcome packet or your seed money has not yet been deposited, please contact Joann Westbrook at ext. 5639.

EMPLOYEE ASSISTANCE PRACTITIONER HIRED

Erin Immken has been hired as UMSL’s first Employee Assistance Practitioner. Erin is a Licensed Professional Counselor who comes with 15 years therapist and clinic management experience. Erin will be available to provide assessment, crisis intervention, short-term counseling, linkage or referral to community resources, and follow-up to employees. Erin will start on February 17th and be available to provide assistance to employees later in that week. Erin will be located in 216 Marillac Hall. She may be reached at ext. 7210.

The Employee Assistance Program will provide a variety of free and confidential services to help employees who are experiencing a range of personal concerns including emotional distress, alcohol or substance abuse, financial pressures, family concerns, relationship difficulties, death or illness of a loved one or co-worker, and phase of life issues.
GLOBAL GRADING PROJECT

The Global Grading (GGS) project is nearing completion. The goal of the project was to consolidate and unify titles into a title hierarchy that would work for all campuses. A global title, which is used to group positions that are similar in nature and scope, was assigned to each position. Integrating the global titles into PeopleSoft is the next step in the implementation process, and it should occur within the next few months. While most UMSL employees will not notice any change with the PeopleSoft integration, some employees may see a slight change in the official titles that, for instance, will appear on their payroll advice or their W-2. All employees will retain their current titles as working titles in PeopleSoft, and working titles will appear in Outlook and the UMSL Directory. Employees will be notified of any changes in their official titles. For questions about Global Grading, please contact Tara VanDeVoorde at ext. 5258 or at tara@umsl.edu.

Welcome NEW EMPLOYEES

Laura Appleton, Preschool Aid, University Child Development
Dana Benedictus, Assoc Director Development, University Development
Marcus Brown, Social Worker, Community Psychological Services
Andrea Bueno, Sr. Academic Advisor, College of Nursing
Bijal Desai-Ramirez, Sr. Project Director, Continuing Education
Wendy Dillinger, Swim Coach, Athletics
Samuel Fredeking, OSSI, Community Psychological Services
Jaclyn Kirouac-Fram, Director of Development, University Campaign
Melinda McEndarfer, Assoc Director Prospect & Research, University Campaign
Jennifer Meyer, Coord. Lab Safety, Environmental Health & Safety
Elizabeth Moynihan, Lighting & Rigging Supervisor, PAC
Ryan Nelson, Video Engineer, PAC
Lindsay Pickering, Admissions Rep, Admissions
Coledia Poole, OSSIV, Vice Provost-Student Affairs
Christina Thaier, OSSI, Clinical Experiences
Gary Wagster, Police Officer, UMSL Police
Henry Waterford, OSSIII, Character & Citizenship
Amber Withycombe, Assoc Director, Corp & Foundation Fundraising, University Development

PROMOTIONS & TRANSFERS

Candace Alba-Marshall, from Conf Asst, MO S&T to OSSIII, MIMH
Lee Gutmann, from Groundskeeper II, Grounds to Driver, Emergency Road Service
Tim Lloyd, from Sr. Multimedia Specialist to Education Reporter, KWMU
William Raack, Radio News Director to Project Director, KWMU
DECEMBER: YOLANDA WEATHERSBY
Yolanda is Manager of the Welcome Center for UMSL. Yolanda was chosen for the “Loyalty & Commitment” award. Comments made about Yolanda included, “Yolanda is an eager worker no matter what the assignment.” “She does what needs to be done to complete the task and without complaining.” “Her energy and enthusiasm make it easy to work with her.”

JANUARY: CINDY VANTINE
Cindy is the Director of University Events. Cindy was chosen for the “Works Well Under Pressure” award. Comments made about Cindy included, “Cindy directs more than 60 of UMSL’s most visible special events each year. All of the events have serious, drop-dead deadlines and she does it all with style and a smile.” “Cindy and her small department pull off some of the largest, most public events on campus.” “I don’t know of anyone else who pays as much attention to detail as Cindy.”

Yolanda and Cindy received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.

**SIGNIFICANT SERVICE MILESTONES FOR DECEMBER 2013 & JANUARY 2014**

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<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Mark Berlyn, University Campaign</td>
<td>5</td>
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<td>Jennifer Clemente, Continuing Education</td>
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<td>Tim Eby, KWMU</td>
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<td>Steve Chapman, ITS</td>
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<td>Harry Harris, Athletics</td>
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<td>Robert Mayo, VC Academic Affairs</td>
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<td>Brian Shelton, Custodial Services</td>
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<thead>
<tr>
<th>Name/Department</th>
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<tr>
<td>Michelle Lockett, Custodial Services</td>
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<tr>
<td>Thomas Rammaha, Custodial Services</td>
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<tr>
<td>Jayne Callier, MIMH Research &amp; Evaluation</td>
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<tr>
<td>Mattie Lewis, Continuing Education</td>
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<tr>
<td>Donald Lewis, Infrastructure Services</td>
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**CONGRATULATIONS! 2014 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 were chosen to participate in the 2014 ALDP program:

- Francesca Ferrari, Associate Director, Graduate Business Programs
- Tina Hyken, Business/Fiscal Operations Specialist, College of Education
- Scott Perkins, Project Director, Center for Prevention, Outreach, and Professional Education - MIMH
- Sara Ross, Associate I, College of Fine Arts and Communications
- Tanisha Stevens, Project Director, Academic Affairs
- Doug Williams, Manager Information Technology, ITS Instructional Computing
- Patricia Zahn, Manager Community Outreach and Engagement, Academic Affairs

The ALDP program has a limited number of spaces in each annual cohort. Campus leaders who were nominated or applied directly for the 2014 program but were not accepted are encouraged to apply again next year.
MILEAGE REIMBURSEMENT RATES FOR 2014

The University of Missouri follows the State of Missouri’s practice of reimbursement for business transportation expenses at a mileage rate that is three cents less than the IRS standard mileage rate. The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile. The IRS announced on December 6, 2013, that the standard mileage rates for business miles driven will be 56 cents per mile and for moving expenses will be 23.5 cents per mile effective January 1, 2014, a decrease of one-half cent for both rates from the rates in effect during 2013.

Therefore, effective January 1, 2014, the University’s mileage reimbursement rate for business miles driven in 2014 will be 53 cents per mile. In addition, the University will reimburse moving expenses at 20.5 cents per mile.

myLearn Live Video Events—Coming Soon!

Human Resources will host Live Video Events through myLearn in 2014. The topics are generally focused on leadership and would be helpful for any employee currently in a leadership role or aspiring to become a leader. The Human Resource office will send an email to the campus as soon as details are available. Interested employees will need supervisor approval to attend and space will be limited. For more information about myLearn Live Events or if you would like to host an event for your department, please contact Tara VanDeVoorde (extension 5258 or tara@umsl.edu).

The 2014 agenda includes but is not limited to:

- **Flip: Counterintuitive Strategies for Turning Challenge into Opportunity, and Change into Competitive Advantage** Featuring Peter Sheahan  Skillsoft Ireland Limited © 2014
  **Live** - March 18, 2014 12:00PM E.T.
  In Peter Sheahan’s case-study rich session, he will explore best-practices from multiple industries that have experienced similar transformative change, and unpack the key insights from those who profited from the change compared to those that became victims to it.

- **UNThink: Rediscover Your Creative Genius** Featuring Erik Wahl  Skillsoft Ireland Limited © 2014
  **Live** - April 9, 2014 2:00PM E.T.
  UnThink is the experience that will push members of your organization beyond their traditional thought patterns and habitual levels of performance. UnThink will inspire audiences to realize they are capable of so much more than they have been led to believe.

- **Scaling Excellence: The Role of the Leader** Featuring Robert Sutton  Skillsoft Ireland Limited © 2014
  **Live** - May 13, 2014 12:00PM E.T.
  Sutton shows how the fate of every organization depends on building or finding pockets of exemplary performance, and—more importantly—how to spread those splendid deeds from the few to the many. Scaling well requires more than just creating a big footprint in a small amount of time.

- **Conversational Intelligence: How Great Leaders Build Trust and Get Extraordinary Results** Featuring Judith Glaser  Skillsoft Ireland Limited © 2014
  **Live** - June 10, 2014 12:00PM E.T.
  The key to success in life and business is to master Conversational Intelligence. Through story-telling and practical exercises, Glaser translates the most groundbreaking research from the field of neuroscience into insightful, pragmatic and powerful tools and wisdom for elevating organizational success.
Spring 2014 Metro passes are now available for $65 in the Cashier’s Office. The passes are valid from January 2 through May 24, 2014. The pass is valid on both Metrobus and Metrolink. The Cashier’s Office will accept checks, cash and debit cards. A valid UMSL employee, volunteer, or vendor id is required when using the Metro pass. Call D’Andre Braddix at ext. 5205 with any questions or concerns.

**EMPLOYEE VOLUNTEER PROGRAM**

**HOMECOMING DAY OF SERVICE**

**Friday, February 7**

We're starting a new tradition during this year's Homecoming -

a tradition of giving back!

Staff are encouraged to show their UMSL SPIRIT by utilizing their EVP service hours on this day!

Space at each location is limited.

**Register today!**

Employees must register for the site at which they would like to serve and complete the **EVP Approval Form**.

Follow the links below to register for each site:

- Animal Protection Association of Missouri
- KidSmart
- Lydia’s House
- St. Vincent Home for Children
- Lutheran Senior Services: Hylton Point Apts.
- Lutheran Senior Services: Laclede Groves
- Lutheran Senior Services: Richmond Terrace
WELLNESS PROGRAM

Earn your $100 Wellness Incentive in your final May paycheck!
In 2014 active UM medical plan subscribers can earn your $100 Wellness Incentive in your final May paycheck by completing two simple steps: your online personal health assessment and health screening. Plus, we’ve implemented a new, easier to use Cerner Health account that allows you to track your weight, exercise and food goals, participate in wellness workshops and connect with a dietician or trainer with the click of a button.

Step 1: Complete your Personal Health Assessment (PHA). Start by creating your Cerner Health Account, or log into your existing account by visiting https://www.healthyforlife.umsystem.edu. You’ll be able to complete your Personal Health Assessment and learn more about your health risks.

Step 2: Complete your Health Screening. You can schedule your free health screening at a convenient time and location on campus through your Cerner Health account. Or you can visit your doctor. You can use results from your annual physical exam obtained May 1, 2013 through April 30, 2014. Screenings will be held:

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<thead>
<tr>
<th>Date</th>
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<th>Location</th>
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<tr>
<td>Mar. 12</td>
<td>8 a.m.-12 p.m.</td>
<td>JC Penney Building, Room 204</td>
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<tr>
<td>Mar. 18</td>
<td>8 a.m.-12 p.m.</td>
<td>Marillac Hall, Boeing Room</td>
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<tr>
<td>Apr. 10</td>
<td>8 a.m.-12 p.m.</td>
<td>Millennium Student Center, Century Room</td>
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Tips to tell the difference between the cold and the flu
“The flu season has many people worried. However, it is a good idea to run through a checklist of symptoms to be sure that what’s bugging you is the flu and not a common cold or bacterial pneumonia.” If you are interested in reading more on this article published by Missouri Extension, follow the link at http://missourifamilies.org/features/healtharticles/health48.htm

According to this week's FluView report, overall flu activity continues to be high in the United States with activity continuing to spread to other states. Thirty-five states are now experiencing widespread activity and twenty states are reporting high levels of influenza-like illness (ILI). H1N1 viruses continue to predominate across the country. Anyone aged 6 months and older who has not gotten a flu vaccine yet this season should get one now. All flu vaccines are designed to protect against H1N1 viruses.

Preventing the Flu: Good Health Habits Can Help Stop Germs

The single best way to prevent seasonal flu is to get vaccinated each year, but good health habits like covering your cough and washing your hands often can help stop the spread of germs and prevent respiratory illnesses like the flu. There also are flu antiviral drugs that can be used to treat and prevent the flu.

Avoid close contact.
Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

Stay home when you are sick.
If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.

Cover your mouth and nose.
Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

Clean your hands.
Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.

Avoid touching your eyes, nose or mouth.
Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Practice other good health habits.
Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Information provided by the Centers for Disease Control and Prevention http://www.cdc.gov/flu/protect/habits.htm
START WALKING

It's Easy
- Walking is the simplest way to start and continue a fitness journey.
- Walking costs nothing to get started.
- Walking has the lowest dropout rate of any type of exercise.
- Walking is easy and safe.

It Works
- Studies show that for every hour of walking, life expectancy may increase by two hours.
- Walking for as few as 30 minutes a day provides heart health benefits.
- Walking is the single most effective form of exercise to achieve heart health.

It Pays
- Physically active people save $500 a year in healthcare costs.
- Employers can save $16 for every $1 they spend on health and wellness.
- Fitness programs have reduced employer healthcare costs by 20 - 55%.
- Reducing just one health risk in the workplace increases productivity by 9%.
- Reducing one health risk decreases absenteeism by 2%.