July-August 2013

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CHANCELLOR’S AWARD FOR EXCELLENCE

The Chancellor’s Award for Excellence is given to employees who best demonstrate exceptional competence, commitment and customer service. Congratulations on a job well done to the following awardees and the many others who were nominated.

STAFF
John Burton, Service/Maintenance
Kelly Gregory, Administrative/Professional
Kimberly Stanger, Office/Technical

FACULTY
Rick Rosenfeld, Service
Kathleen Nigro, Academic, Non-Regular
Jessica Saigh, Part-time Faculty
Stephanie DiPietro, Gitner Award
Alina Slapac, Emerson Excellence in Teaching
Marc Spingola, Governor’s Award for Excellence in Teaching
Michael Bahr, Chancellor’s Award for Excellence in Teaching
Alexei Demchenko, Research and Creativity

JUNE: AMY BENWELL
Amy is a Patient Accounts Assistant with the College of Optometry. Amy was chosen for the “Superb Communicator” award. Comments made about Amy included, “Amy really listens to questions, and takes care to give comprehensive answers.” “Amy explains difficult insurance situations in a manner that is easily understood. She does an incredible job of making sure her point gets across, and exhibits incredible patience with explaining various concepts of clinic care.”

JULY: DANIEL DOERR
Daniel is an International Admissions Officer in International Studies & Programs. Daniel was chosen for the Versatile, Innovative, Productive “VIP” award. Comments made about Daniel included, “Dan is very dependable. He can be called on for any meeting or task and you know he will deliver.” “Dan is a workhorse.” “He is committed to his job and focused on the task at hand.”

Amy and Daniel received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.
Welcome NEW EMPLOYEES

Christian Aarns, Police Officer, UMSL Police
Jennifer Amatya, International Student Advisor, International Studies
Peter Banholzer, Executive Director, Sigma Beta Delta
Tara Cramer, Coordinator, Prog/Proj Support, Disability Access Services
Leeann Davenport, Administrative Associate, Community Psychology Services
Heather Derix, Psychologist, Community Psychological Services
Melissa Freeman, Patient Services Representative, Optometry
Sarah Gamblin, OSSII, Community Psychological Services
Anthony Harper, Child Forensic Interviewer, Child Advocacy Center
Brittany Imig, Assistant Women’s Basketball Coach, Athletics
Erica Irwin, Child & Adolescent Therapist, CAC
Terry McCune, OSSIII, Registration
Bill Mendelsohn, Executive Director, COE-Charter Schools
Brittany Neunuebel, Academic Advisor, College of Education
Colleen Pace, Student Services Coordinator, Student Life
Aaron Ryan, Police Officer, UMSL Police
Joshua Shelton, Police Officer, UMSL Police
Phillip Sher, Child & Adolescent Therapist, CAC
Erin Tinker, OSSIII, Child Advocacy Center
Janet Unger, Administrative Assistant, Community Psychology Services
Laura Watt, OSSII, COE—Advising & Student Services
Wrainbeau Willis, OSSIII, English
Chun Hsein Wu, System Administrator-Specialist, Technology Services

Promotions & Transfers

Susan Baber, from Temp to Program/Spec Events Asst-Public Relations/Marketing/Grant Writer, COE
Debbie Ballard, from OSSIV, Clinical Experiences to Technology & Learning Center
Michele Davis, from OSSIII to Administrative Assistant, Theatre, Dance & Media Studies
Raphael Hopkins, from OSSIII to Administrative Associate, Political Science
Maya Scruggs Hicks, from Coord, Cntr for Stud Succ to Coord Prog/Proj Supp, Stud Retention Services
Tiffany Izard, from Coor Prog/Proj Supp to Student Retention Specialist, Student Retention Services
Beth Krumm, from Assoc. Director of Development to Director of Development, College & Units
Brian Kuhn, from Sys Supp Analyst-Entry to Business Tech Analyst, IT
Levi Locke, from OSSIV to Sr. Info Specialist, University Communications
Jacqueline Schlarman, from Mgr Marketing/Info-Extns to Assistant Director, University Marketing
Mark Sevem, from OSSIII to Coordinator, Prog/Project Support, University Campaign
Patricia Slowiak, from OSSIII, Cntr for Stud Success to Student Retention Services
Antoinette Sterling, from Coord, Cntr for Stud Succ to Coord Prog/Proj Supp, Student Retention Services
Tanisha Stevens, from Coord ACA Prgm to Project Director, VC Academic Affairs
Jason Wagstaff, from Sys Admin-Expert to Database Programmer/Analyst-Expert, IT
Amy Wilson, from PT Sr. Research/Lab Tech to FT Psychologist, Community Psychological Services

Erik Smetana Transfers to UM System

Erik Smetana, Associate Director of Human Resources, has left UMSL to assume the position of Sr. Compensation Consultant at the University of Missouri System. We are very grateful for Erik’s many contributions to the campus and the Human Resources department over the last six and half years and look forward to continuing to work with him on University compensation matters.

We are completing the process of hiring a Human Resources Specialist III to assist with recruitment, compensation, and HR training. In the meantime, if you have questions or concerns about recruitment, compensation, or HR training, please contact Tara VanDeVoorde, Sr. Human Resources Specialist at ext. 5258 or at tara@umsl.edu.
**SIGNIFICANT SERVICE MILESTONES FOR JUNE & JULY, 2013**

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tr>
<td>Brenda Cabrera, Cont. Ed &amp; Outreach</td>
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<td>Kevin Day, UMSL Police</td>
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<td>Anthony Elder, ITS</td>
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<td>Cary Goldwasser, PAC</td>
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<td>Franklin Jones, Custodial Services</td>
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<td>Katherine McPeak, Art &amp; Art History</td>
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<td>David Osborn, Center for Nanoscience</td>
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<td>Phillip Reiss, ITS</td>
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<td>Shy (Zoellner), Lindsay, Chemistry</td>
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<td>Simms, Glenda, Child Advocacy Center</td>
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<td>Joan Barnidge, Printing Services</td>
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<td>Shelley Dotson, PAC</td>
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<td>Patrick Huppert, UMSL Police</td>
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<td>Janice Petty, Custodial Services</td>
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<th>Name/Department</th>
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<td>Richard Stanton, Tech &amp; Learning Center</td>
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<td>Janice Sturgis, Custodial Services</td>
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<td>Douglas Williams, ITS</td>
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<td>Jeri Albl, Public Policy Administration</td>
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<td>Debra Black, UMSL Police</td>
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<td>Barbara Brown, Continuing Education</td>
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<td>Tanika Busch, Dean Arts &amp; Sciences</td>
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<td>Melody Freeman, Continuing Education</td>
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<td>Catherine Williams, MIMH</td>
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<td>Carolyn Kuo, Facilities Planning</td>
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<td>Clara Jackson, Graduate School</td>
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<td>Robert Samples, University Comm</td>
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<tr>
<td>Deborah Burris, OEO</td>
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<tr>
<td>Laura Hofer, ITS Operations</td>
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**EMPLOYEE ASSISTANCE PROGRAM**

If your life seems to be spinning out of control and you are worried that it will affect your work but you don’t know what to do, we may be able to offer you some timely assistance. In November 2013, UMSL will introduce an Employee Assistance Program (EAP) to provide a safe environment where you can go to discuss your problems and get help. This program, which is an extension of the University’s EAP, is a confidential, professional service available at no charge to employees and their families. The EAP will provide a variety of services to help employees experiencing a range of personal concerns or stressors, 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. The EAP will be staffed by a half-time EAP practitioner who will be available for assessment, crisis intervention, short-term counseling, linkage or referral to community resources, and follow-up. At least temporarily, the EAP will be located in Normandie Hall on the far south end of campus.

**BENEFITS ENROLLMENT CHANGE PERIOD**

The Benefits annual Enrollment Change Period will be **October 21st through November 8th**. More details will be available in the September-October newsletter.
GLOBAL GRADING & COMPENSATION PROGRAM CHANGES

In September, some employees may notice changes to their job titles. Not to worry! If your official job title changed, it is probably due to the implementation of the Global Grading System (GGS). GGS represents a dynamic shift in how the university approaches compensation, titling, career pathing, and comparison to the job market. Although employees may notice changes to their official titles as titles become more globally based, working titles can be substituted to define specific responsibilities, and current pay levels will not be reduced. Questions about GGS may be directed to Tara VanDeVoorde (ext. 5258) tara@umsl.edu.

Click here for more information about GGS.

RE-ORIENTATION

In November 2013, Human Resources will introduce a monthly re-orientation program for new employees who have recently completed their probationary periods. In addition to obtaining a general assessment of new employees’ first six months of employment, the re-orientation program will offer a forum for follow-up questions, provide updates on policies and benefits, review the discrimination and sexual harassment on-line training, and include presentations on the employee volunteer program, safety, wellness, and technology. If there is space, other employees are invited to register for the program by contacting Tara VanDeVoorde, Senior Human Resources Specialist at ext. 5258 or at tara@umsl.edu.
PERFORMANCE APPRAISAL TIME

University policy requires that all staff employees receive annual performance appraisals. Often supervisors and employees are reluctant to engage in the performance appraisal process. Still, performance appraisals have great value. Not only does a performance appraisal provide a forum for communication between you and your supervisor about your performance and career growth, but it can be an important reference if you decide to look for another position, internally or externally, and can provide essential functional and performance information as your unit changes and develops. Of course, there is always the security of knowing how you are doing on the job and what is expected of you.

To make the performance appraisal process easier for everyone involved, we suggest that you consider completing a self-appraisal and submitting it to your supervisor. Use the opportunity to let your supervisor know how well you have been doing, what contributions you have made, what you are good at and how you want to develop. If you have been struggling with your work, it is also your chance to acknowledge that, and to ask for help.

The Human Resources website contains short and long performance appraisal forms. Since it is important that you and your supervisor have a consistent format for discussion of your performance, you should agree with your supervisor about which form to use before doing your self-appraisal. Performance appraisal forms may be downloaded from http://www.umsl.edu/services/hrs/forms.html#perfmngmt. You may find ratings definitions at http://www.umsl.edu/services/hrs/files/Forms/Performance_Management/UMSL_perf_defs.pdf.

To facilitate the performance appraisal process, we recommend using our web-based performance appraisal form. This form allows management and staff to complete the form electronically and generates a PDF of the completed review which can simply be e-mailed to HR by the supervisor upon completion of the performance appraisal meeting. The online performance appraisal tool is located at: https://apps.umsl.edu/webapps/ITS/HR/. Completed evaluations can be submitted by e-mail to: perfevals@umsl.edu.

EXIT INTERVIEW REMINDER

Employees who have given notice that they are leaving the University are encouraged to participate in an exit interview. The goal of the interview is to understand the reasons for an employee’s departure in order to identify opportunities for improving the employment experience at UMSL and to collect statistical data to help with recruitment, retention, and employee development efforts. Specific individual information shared by employees in exit interviews is kept confidential by Human Resources unless employees give permission to share it with management. Employees who resign can choose to have an in-person exit interview or complete their exit interview online. For information about the exit interview process or to arrange a face to face exit interview, please contact TaraVanDeVoorde at ext. 5258.
EMPLOYEE VOLUNTEER PROGRAM

During the last 12 months, 82 employees utilized their EVP volunteer day. (A 12% increase in participation from FY 2012). Employees served over 435 hours at 36 different non-profit organizations. During the holiday break in December, several employees utilized their EVP day.

As of July 1, 2013 all full-time employees have been given another day (in 2, 4 or 8 hour increments) to volunteer. If you have questions regarding your volunteer service or need suggestions, Elizabeth Pawloski is available to discuss specific ideas or organizations. Group activities can also be scheduled for employees desiring to volunteer together. The next Volunteer Fair is scheduled for August 22 in the Quadrangle area. Numerous organizations will be in attendance to share their volunteer opportunities with UMSL employees and students.

Volunteer Services Fiscal Year 2013 Statistics

- 103 new volunteers were recruited
- 8,900 hours were served on campus
- Total number of departments utilizing volunteers = 45
- Total number of volunteer positions on campus = 76

Bike MS UM-EXPRESS SCRIPTS PARTNERSHIP & ON-LINE AUCTION

There is something for everyone in this year’s [online auction](#) to raise funds for multiple sclerosis research. With almost 70 items from all over the U.S., you are sure to find something you like. The auction is open for bids now through noon Central August 23rd.

Express Scripts is the title sponsor for the [Express Scripts Gateway Getaway Ride 2013](#), held on September 7th and 8th in Columbia, Mo. This year Express Scripts is partnering with University of Missouri to weave BikeMS into the university system’s wellness program, Healthy for Life. We invite you to [join the Express Scripts team for BikeMS](#) as a rider, volunteer, or sponsor of a rider.

Every hour in the U.S., someone is newly diagnosed with multiple sclerosis (MS), an unpredictable, often disabling disease of the central nervous system. Year after year, Express Scripts employees, family and friends work hard to help keep MS research funded, which will lead to a world finally free of MS.

Riders can customize their experience by selecting one of several distance options; 20 miles, 40 miles, 75 miles, or 100 miles. The new 20-mile route is a great way for riders who prefer a shorter route to participate in the biking festivities. If you choose not to ride, there are also many ways you can help the team as a volunteer. Go to the [Express Scripts team page](#) to register as a rider or a volunteer. Volunteers are needed at the rest stops as well. Register today, and use our discount code (tenoff) to receive $10 off your 2013 registration fee.

For questions, contact [Mary Fasciotti at 573-882-3579](#) or [FasciottiM@missouri.edu](mailto:FasciottiM@missouri.edu).
**WELLNESS PROGRAM**

**Stay Strong Stay Healthy Strength Training Program**
Looking for a way to improve strength and balance? Sign up today for the 10 week Stay Strong Stay Healthy Strength Training Program starting September 5th for 1 hour each week. This program is designed for middle-aged and older adults as well as anyone who is new to strength training. Strength training can benefit you in many ways:

- Arthritis relief
- Improve balance
- Enhance flexibility
- Weight control
- Stress reduction
- Maintain healthy blood sugar levels

For more information, go to the sign-up below or contact Mary Wissmann for further questions. Sign up [here](#) to attend. Pre-registration is required. Cost is $40 for the 10 week session.

**Farmer’s Market**
Rain and sunshine have brought a bounty of produce to our local farmers. Visit one of the many St. Louis area markets.

- Soulard Market, 730 Carroll Street, St. Louis, MO 63104, (314)622-4180
- Downtown Tower Grove Farmers’ Market, Locust Street between 8th and 9th Streets & Old Post Office Plaza. For more info: [www.tgmarket.org](http://www.tgmarket.org)
- Sappington Farmers’ Market, 8400 Watson Road, St. Louis, MO 63119, (314)843-7848
- Ferguson Farmers’ Market, 110 Church Street, St. Louis, MO 63135, (314)524-1820
- Summit Produce Kirkwood Farmers’ Market, 150 East Argonne, Kirkwood, MO 63122, (314)984-9496
- CJ’s Produce & Plants, East End of the Historical Kirkwood Farmers’ Market, 150 East Argonne Drive, Kirkwood, MO 63122 (314)825-5621

For more locations, visit: [here](#)

**Exercising in the Heat Safely**

- Clothing should be loose, light-weight, and light-colored to reflect the sun’s rays. Cotton material helps to absorb sweat.
- Wear sun-block
- Avoid exercising from 10am-3pm as this is the hottest time of the day
- Fluid replenishment before, during and after exercise is essential to avoid progressive dehydration. Strive to drink 7 to 10 ounces of fluid every 15 to 20 minutes during exercise.
- Reduce the intensity of your workout.
- Know the warning signs of heat exhaustion.