

# THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

March-April 2008

## WELCOME! NEW EMPLOYEES

Hope Baker, Ticket Seller, PAC  
Natalie Blasa, OSSII, Office of Precol Programs  
Nicole Breihan, Asst Mgr of Marketing, PAC  
Dawn Marie Brokaw, OSSIII, Anthropology  
Bruce Burkeen, Sr. Research Eng Tech, Chemistry  
Jill Coleman, Admissions Rep, Honors College  
Sandra Cotton, Clerk, Admissions  
Kellisa Humphreys, OSSIII, Admin Svcs/Auxiliary Svcs  
Rebecca Jensen, Staff Nurse, Univ. Health Services  
Vincent Johnson, Coord Prog Proj Supp, IMSELT  
Mary King, Coor Stud Finc Aid, Stud Financial Aid  
Jared Kwart, Syst Supp Analy-Entry, ITS  
John Lilienkamp, Syst Admin-Specialist, ITS  
Kathy Meeks, Proj Suppt Specialist, IMSELT  
Brett Lee Moorman, Sys Admin-Entry, ITS  
David Opfer, Maint. Svc Attendant, Facilities  
Katina Shannon, Coord Prog Proj Supp, IMSELT  
Sharon Strickland, Ticket Seller, PAC  
John Tubbesing, Sr. Elec Tech, Chemistry  
Jason Wendleton, Security Guard, Recreational Sports  
Beverly Wolfenbarger, Program Asst., Cont. Education

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Sylvia Poe, ext. 5258 or Erik Smetana, ext. 5381. For questions about benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, work relationships or environment, contact Sylvia Poe, ext. 5258 or Peter Heithaus, ext. 5809. For exit interviews, contact Erik Smetana, ext. 5381. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, [www.umsl.edu/services/hrs](http://www.umsl.edu/services/hrs)

## PROMOTIONS/TRANSFERS

Eric Bellville, Temp Svc to Parking Lot Attend, Park & Trans  
Glenda Gillespie, OSSIII Cont. Ed to Admin Asst, Dean A & S  
Mary Elizabeth Hackmeister, Sr. Secy to Admin. Asst, Art/History  
Artelia Harold, Stud Asst Clerical to OSSII, Admin Svc/Aux Svc  
Ryan Heinz, Info Spec, Commun. to Sr. Info Spec, Development  
Nora Hendren, Admin Asst to Admin Assoc, Philosophy  
Anne Luther, OSSIII, Fine Arts & Comm to Adm. Asst, Art/History  
Adam Parker, Temp Svc to Parking Lot Attend, Park & Trans  
Anastasia Ross, Temp Cler, PPR to Admin. Aide, Sue Shear Instit  
Ashley Stockman, Temp Clerical to Spec. Events Coord, CAS



## EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for January was Victoria Knapp. Victoria is an Interim Marketing Manager for the Department of Continuing Education. Victoria was chosen for Working Well Under Pressure. Comments made about Victoria included, "Victoria remains calm and in control in all situations, including meeting rushed deadlines, working with demanding customers, and juggling multiple priorities". "She appears to view every new experience as an opportunity to learn rather than something to avoid or ignore".

The UMSL Riverstars Employee of the Month winner for February was Nora Hendren. Nora is an Administrative Associate for the Department of Philosophy. Nora was chosen for Performance Versatility. Comments made about Nora included, "Nora adjusts her priorities based on realistic judgment of what's urgent". "She has to juggle everything, staying on top of deadlines and generally manage the entire department's business". "She often faces very sharp deadlines, and they seem to fall all at once and at traditionally busy times – yet she manages to take care of all the important matters and does it with a smile".

Victoria and Nora received \$100 gift certificates, commemorative plaques, and automatic nominations for the Chancellor's Award for Staff Excellence.

## HAVE YOU HAD AN ENCOUNTER OF THE HR KIND?

Over the last several weeks, you may have run into staff from Human Resources making "rounds" on campus. Although HR has an open door policy encouraging employees to request our guidance on matters related to employment, benefits, professional development, and lots of other areas related to employment at the University, many employees are reluctant or unavailable to take full advantage of our services. Sometimes employees only come to HR when administrative matters or employee relations concerns get to the point where they require immediate attention. By making our "rounds" on campus, we are able to:

- Meet people face-to-face that we talk to on the phone in their workplace
- Encourage the flow of information both to and from HR and employees
- Provide consultation on HR-related issues and provide materials and information, as necessary
- Develop a better functional understanding of both HR and campus departments and how we all contribute to the University's goals and mission
- Obtain feedback on how HR can improve its processes, procedures and role as a strategic partner
- Anticipate concerns before they get out of hand

So, if a couple of Human Resources staff members show up at your department, feel free to bring up your HR issues, concerns, comments, suggestions, or questions. We will either respond on the spot or get back to you quickly with a response.

## MANAGEMENT FOUNDATIONS WORKSHOP

Human Resources is offering a Management Foundations Workshop on Wednesday and Thursday, June 25 & 26, 2008, from 8:30 a.m. to 4:30 p.m. in the Human Resources Training Room, 211 General Services Building. Topics to be covered include:

- **Employment Laws:** Overview of the laws and regulations from equal employment through the laws governing pay and benefits
- **Hiring Process:** Hiring policies and procedures; the new online application process; interviewing techniques; reference checking; applicable forms; available resources
- **Positive, Effective Performance Appraisals:** Appraisal process and forms; setting measurable expectations; the appraisal meeting
- **Understanding and Applying University Policies:** Purpose, application and benefits of the most important University policies
- **Coaching and Counseling:** Coaching; disciplining; handling grievances; benefits, risks and consequences
- **Communicating With and Motivating Your Employees:** When and how to communicate; non-monetary rewards and recognition
- **Overview of the Payroll Process:** Forms; procedures; deadlines for your departmental payroll processors
- **Volunteer Management:** Finding and effectively using the right volunteers to achieve your goals
- **Workers' Comp, FMLA, Other Benefit and Leave Issues:** Legal rights, responsibilities and pitfalls of employee benefits usage

If you have not received an invitation but are interested in attending our Management Foundations Workshop, contact Nancy Draper, ext. 5805. **Due to space limitations and content of the workshop, enrollment is limited to those serving in a supervisory capacity.**

## HUMAN RESOURCES STAFF CHANGES

We are pleased to announce the following changes to the Human Resources staff, effective May 1, 2008:

- Sylvia Poe has been appointed to the position of Assistant Director of Human Resources. Sylvia had previously served as Manager of Recruitment and Organizational Development. Some of the initiatives that Sylvia currently oversees include the Human Resources Interdepartmental Partnership, the HR Rounds program, the Mentoring Program, the Employee of the Month Program, and the Computer Access program.
- Erik Smetana has been appointed to the position of Manager of Recruitment, Compensation, and Organizational Development. Previously, Erik had served as a Senior Human Resources Specialist. Recently, Erik has been instrumental in the development of the on-line application process and implementation of the University's Criminal Background Check program on this campus. Erik's current initiatives include the redesign of Human Resources' Management Foundations Workshop and representation of the campus to the Higher Education Recruitment Consortium.

## VOLUNTEER SERVICES RELOCATED

As of April 11, 2008, the Volunteer Services Office has moved to a new location on campus. Nestled in the scenic community that surrounds South Campus, the new home of Volunteer Services is #2 **Normandie Hall**. Directions to our new office can be found on our website <http://www.umsl.edu/services/volunteer/location.html> Our phone, fax numbers and e-mail addresses have not changed. Elizabeth Pawloski is the Volunteer Coordinator.

The Volunteer Services office currently has over 150 volunteers available to assist departments on campus. To request a volunteer, contact ext. 4106 or submit an on-line request via: <https://tomsawyer.umsl.edu/webapps/weboffice/volunteer/submit/login.cfm>  
To nominate a volunteer for our Volunteer of the Month program, complete our on-line nomination form at: [https://tomsawyer.umsl.edu/webapps/weboffice/volunteer/apply/vol\\_nomination\\_form.cfm](https://tomsawyer.umsl.edu/webapps/weboffice/volunteer/apply/vol_nomination_form.cfm)

## SIGNIFICANT SERVICE MILESTONES FOR FEBRUARY, 2008 AND MARCH, 2008

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
Robert Bertol, UMSL Police	5		
Betty Ditmeyer, Ctr for Trans Studies	5	James Abernathy, Technology Svcs	15
Judy Exner, UMSL Police	5	Linda Belford, TJ Library	15
Martha Green, Custodial Services	5	Larry Bridges, Maintenance Svcs	15
Willie Pruitt, Residential Life	5	Gloria Burton, Financial Aid	15
Michelle Rutledge, Research Admin.	5	Gary Clark, UMSL Police	15
Lindsay Schmitz, TJ Library	5	Connie Jeffries, Continuing Educ	15
Deborah Allen, Trans & Parking	10	Marva Robinson, Development	15
Mary Elizabeth Goetz, Athletics	10	Elizabeth Ramirez, Continuing Educ	20
Karen Parker, General Services	10	Linda Royal, VP Student Affairs	25
Dennis Saunders, Admissions	10		