

# THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

September-October 2002

## WELCOME! NEW EMPLOYEES

Mary Adams, Secretary, Social Work  
Karen Anderson, Traffic Coord., KWMU  
Scott Armstead, Coord. Student Supp Scvs, Stu Affairs  
Melinda Bowen, Office Supp Staff III, Gerontology  
Lindsey Bryant, Asst Coach Wom Socc, Athletics  
Annette Burris, Coord. Int'l Studies, Int'l Studies  
Anna Carriger, Office Supp Staff I, Registration  
Kathy Castulik, Health Education, Health Scvs  
Jennifer Cox, Stud Dev. Coord., Advising Ctr, Even Coll  
Jeanne Dee, Admin. Asst., Res. Admin.  
Carol Deister III, LAN Eng., ITS  
Jill Dobbs, Dept. Asst., Bookstore  
Nicole Durnin, Women's Softball Coach, Athletics  
Stephanie Ennis, Food Serv Wrkr I, Child Dev Cntr  
Margaret Fisher, Accountant, Res. Admin.  
Joseph Flees II, Coord. Stu Aff, Stu Affairs  
Alison Grabau, Sales Rep, KWMU  
Larry Handlin, Sr. Research An, PPRC  
Nora Hendren, Admin. Asst., Philosophy  
Cheri L. Hosea, Clerk Typist, Admissions  
Tammy Jones, Mgmt. Analyst, Optometry  
John Klein, Asst. Dir. Residential Life, Residential Life  
Victoria Knapp, Dept. Spec., Cont. Educ.  
Justin Lopinot, Info Spec., Univ. Comm.  
Craig Luciano, Syst. Admin.-Spec, ITS  
David Maczynski, Audio/TV Prod Tech, ITS  
Karensa Malone, Office Supp Staff II, Financial Aid  
Willard Malone, Custodian, Auxiliary Services  
Erica McClure, Office Supp Staff III, Career Services  
Monikah Moses, Office Supp Staff III, College of Nursing  
Christine Niles, Admissions Counselor, Admissions  
Telesa Nolan, Admin. Assoc. I, PPRC  
Tyrone Petty, Asst. Registrar, Registration  
Terry Proffitt, Dept. Spec.-Resource, College of Educ  
Michelle Russell, Coord Alcohol & Drug Prev, Health Scv  
Clarence Siebert, Dept. Spec-Resource, Coll of Educ.  
Dana Seipp, Off Supp II, Optometry  
Larry Sowell, Adm. Couns, Admissions  
Linda Stein, Admin. Asst., Optometry  
Lori Tagger, Couns Psych, Counseling  
Karen Tanksley, Off Supp I, Registration  
Deborah Terbrock, Preschool Aide, Child Dev Center  
Kelly Timmerberg, Supv, Optometry  
Thomas Weber, Radio Producer, KWMU  
Otha Williams, Custodian, Custodial Svcs.  
Maura Wischmeyer, Off Supp III, Pre-Coll  
Heather Wright, Adm Couns, Grad School  
Debbie Zboray, Off Supp Staff II, Student Affairs

## PROMOTIONS/TRANSFERS

Peggy Bemis, Sr. Secy to Asst to Registrar, Registration  
Janelle Brimer, Dept. Asst. to Data Entry Oper I, Registration  
Mary Calandrella, Dept. Asst. to Off Supp II, Optometry  
Jacqueline Chamber, Dir. to Sr Grant Writer, Res Admin.  
Kandy Cromwell, Dept. Asst., to Admin. Asst., Registration  
Darrell Hockett, Info Spec to Editor, University Commun.  
Sonia Jarrett, Dept Asst, Bridge Prog to Off Sup I, Admiss.  
Carolyn Jones, Dept. Asst. to Admin. Asst., Cont. Education  
Michelle Pattison, Off Supv to Exec Staff Asst II, Chan Office  
Maryann Souris, Coord. to Study Abroad Coord., Inter'l Stud  
Megan Summerfield, Dept. Asst to Coord Int'l Stud, Int'l Stud  
Regina Walton, Dept Asst Admiss to Off Supv, Child Advoc  
Colleen Watermon, Mgr Constituent Rel to Dir, Alum Rel, UR  
Yolanda Weathersby, Dept Asst to Admin Asst, Admissions

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Alicia Winchester, ext. 5258. 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 Peter Heithaus, ext. 5805 or John Tighe, ext. 5381. For exit interviews, contact Alicia Winchester, ext. 5258. For training schedule or enrollment, contact Nancy Draper, ext. 5805.

## CONGRATULATIONS RETIREMENTS!

Anna Biggs, Clinical Professor, Barnes College of Nursing  
Sharon Davis, Coordinator Student Services, Optometry  
Albert Derby, Assoc. Professor, Biology  
Robert Gordon, Professor, Philosophy  
Raouf Haddad, Supervisor Science Store, Biology  
Geremie Hoff, Sr. Lecturer, Foreign Language & Literature  
Carolyn Hutt, Custodian, Custodial Services  
William Welsh, Professor, Chemistry and Biochemistry



## **2002 EXCELLENCE AWARDS**

The Chancellor's Award for Excellence is given to faculty and staff employees who best demonstrate exceptional competence, commitment and customer service. Chancellor Touhill presented the awards at the State of the University Address on September 18, 2002. Congratulations on a job well done to the following awardees and the many others who were nominated.

### **FACULTY**

Joseph C. Carroll, Professor, English, Research and Creativity Award

David B. Robertson, Professor, Political Science, Teaching Award

Lois H. Pierce, Professor and Chair, Social Work, Service Award

Margaret B. Phillips, Lecturer, Foreign Languages-Literatures and Criminology-Criminal Justice, Academic Non-Regular Award

### **STAFF**

James E. Karslake, Administrative Associate I, Foreign Languages & Literatures, Admin./Prof. Award

Norman R. Windsor, Senior Electrical Technician, Chemistry & Biochemistry, Office/Technical Award

Bernice Gamble, Custodian, Custodial Services, Service/Maintenance Award

## **REMINDER - STAFF SERVICE AWARDS BANQUET AND CEREMONY**

Invitations to the Staff Service Awards Banquet and Ceremony have been sent out. This program, which recognizes administrative, service and support staff who have achieved service milestones, will be held on Friday, November 15th at 6:00 p.m. in the Millenium Student Center. Awardees must return their RSVP cards to Human Resources by October 25th. Department heads with employees who are being honored are also invited, but must inform Karen Cedeck, extension 5238, or Nyonia Frye, extension 5927, of their intent to attend before October 25th.

## **2003 BENEFITS CHANGE PERIOD**

The annual benefits change period is in effect until November 22, 2002. During the change period, you may make changes to your medical, dental, life, AD&D, flexible spending account (FSA), or long term disability insurance coverage for 2003. If you are eligible, you may also enroll in a benefit program in which you were not previously enrolled. If you are currently enrolled, no action is required on your part unless you wish to change or cancel coverage. *However, employees enrolled in the FSA program in 2002, must re-enroll for 2003 in order to continue their participation in the program.*

The only changes to the benefits program for 2003 are significantly reduced benefits for the use of non-generic prescription drugs whenever generic drugs are available and increased medical (15%) and dental (5%) premiums. For more information, contact Joann Westbrook at extension 5639 or go to <http://www.system.missouri.edu/hrs/benefits>

## **EXPANDED TAX DEFERRED INVESTMENT PROGRAM**

The University is now giving employees another opportunity to set aside part of their salaries on a pre-tax basis by offering a Deferred Compensation Plan (457b) in addition to its Tax Deferred Annuity Plan (403b) options. Employees can contribute up to \$11,000 (\$12,000 in 2003) through payroll deduction on a tax deferred basis into each plan. Employees age 50 and over may contribute an additional \$1,000 (\$2,000 in 2003) per year to each plan. Enrollment documents must be received in the Human Resources office before the 15th of the month in order for the enrollment to be effective the first of the next month. For more information contact Joann Westbrook, extension 5639, or refer to <http://system.missouri.edu/hrs/benefits/tDI/left.htm>.

## **UMSL ASP/PEOPLESOFT WEB SITE**

Mary Brown of ITS User Services has developed a web site containing general information about PeopleSoft, including forms related to the Human Resources and Finance modules, links to other related sites, and the web time processing schedule. Users can also view the current status of the soon to be implemented Student module. The URL is [www.umsu.edu/asp/](http://www.umsu.edu/asp/).