

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

September-October 2008

WELCOME! NEW EMPLOYEES

Kayce Baker, Custodian, Custodial Services
David Barbero, OSSII, Cont. Educ (Cntr for Entrepreneur)
Dianna Batsch, Accountant, Research Administration
Jenny Bazzetta, Coord Prog/Proj Supp, International Studies
Paul Becker, Sys Supp Analy-Entry, ITS
Jeffrey Berkbigler, Library Asst I, Library
Karen Bosurgi, Ticket Seller/Cashier, PAC
Kendra Chowning, Sr. Clerk, Cashier's Office
Mark Curry, Admissions Advisor, Admissions
Mara Delcamp, Instruc Design Specialist, Continuing Educ
Charles Ellis, Sr. Accountant, Research Administration
Randall Gress, Accountant, Research Administration
Steven Gum, Asst. men's Basketball Coach, Athletics
Emily Hamilton, Counseling Psychologist, Counseling
Deborah Hangbe, Receptionist, Children's Advocacy Center
Emily Horsford, Ticket Seller/Cashier/ PAC
Xhevaire Hysa, Custodian, Custodial Services
Lindsay Kemper, OSSII, Continuing Education
Philip King, Data Center Supp Tech I, ITS
Martin Lefield, VC for Advancement, UA-Administration
Rachel Lippman, Radio Producer, KWMU
Nicole Love, Senior Clerk, Cashier's Office
Pat Mahari, OSSIII, Library
Katherine McPeak, Admin Asst, Art & Art History
Mary Moffatt, Data Entry Oper I, Registration
Justin Sanchez, Event Assistant, PAC
Heather Scobey, Social Work Assoc, Child Advocacy Services
Richard Spiker, Data Center Supp Tech I, ITS
Ann Marie Van Meter, Data Entry Oper I, Registration
Melissa Wideman, Graphics Designer, PAC
Mike Whitlow, Event Assistant, PAC
Larry Williams, Groundskeeper II, Grounds

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

PROMOTIONS/TRANSFERS

Lynn Becker, Sr. Clerk to Chief Clerk, Cashier's Office
Deryn Carter, Asst Coach, Athletics to Sec Guard, Rec Sports
Dorothy Denny, Temp Admin/Prof to Social Worker, CAS
Kelly Edwards, Stud Asst to Preschool Aide, Child Devel Cntr
Jeff Griswold, Events Asst to Stage Svcs Supv, PAC
Erica Marks, Library Asst I to Library Asst II, Library
Megan Palme, P/T Preschool Aide to Preschool Aide, Child Devel
Adam Parker, Temp to Reg Parking Lot Atten, Parking & Trans
Adam Reynolds, Events Asst to Stage Svcs Supv, PAC
Andrew Rock, Stud Asst to Event Asst, PAC
Bryant Williamson, Event Asst to Stage Svcs Supv, PAC

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for July was Anu Vedagiri. Anu is a Museum Curator for Art & Art History. Anu was chosen for the VIP (Versatile, Innovative, Productive) award. Comments made about Anu included, "Anu is always available to address problems with the system in the classroom". "She is unfailingly positive and her attitude contributes immeasurably to the smooth functioning of the department". "Anu worked hard to balance the well being of the student and the department's needs".

The UMSL Riverstars Employee of the Month winner for August was Kathy Thompson. Kathy is an Executive Staff Assistant II for University Advancement. Kathy was chosen for Positive Attitude. Comments made about Kathy included, "Kathy is always happy, happy to help, professional, positive and willing to do whatever is needed to get the job done". "She is a cheerful spirit and always has a smile on her face". "Kathy is precise in her work and always takes "helpful hints" to do something better the next time". "She also takes it upon herself to find out more about how she can improve". "Kathy is uplifting to others without being annoying about it".

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

INCLEMENT WEATHER REMINDER

In the event of severe weather, the campus is open unless and until an official announcement is made that the campus is closed. Radio stations, KWMU, (FM 90.7), and KMOX (AM 1120) and television stations KTVI (2), KMOX (4), and KSDK (5) will be notified of the closing. An announcement will be placed on the home page of the UM-St. Louis website (www.umsl.edu), on the UMSL Information Line (314-516-4636), and all voice mailboxes.



2009 BENEFITS CHANGE PERIOD

The annual enrollment change period is in effect from October 20th thru November 7th. 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 2009. 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 must re-enroll for 2009 in order to continue their participation in the program.

Watch for your annual enrollment package to arrive. Changes for 2009 will include changes to the UM Choice Medical Program. For more information, call Joann Westbrook at extension 5639.

Enrollment Change Period meetings will be scheduled as follows:

November 3rd – 229 J.C. Penney Building	October 28th – 229 J.C. Penney Building	October 29th – 229 J.C. Penney Building
9:30 a.m. Retirees	9:30 a.m. Active Employees	9:30 a.m. Active Employees
2:00 p.m. Retirees	1:30 p.m. Active Employees	1:30 p.m. Active Employees

SEXUAL HARASSMENT PREVENTION TRAINING REMINDER

October 15th is the deadline for all employees (full-time, part-time, student) who have been employed with the University for longer than thirty days to complete the University's online sexual harassment training program. Employees who do not have access to a computer as part of their jobs may access the program using one of the computer kiosks in their buildings, Human Resources, or in one of the libraries.

WELLNESS ANNOUNCEMENTS

Maxim Health Systems will provide on-site flu immunizations on November 10th in 126 J.C. Penney and November 11th in the Marillac Hall Lobby from 9 am – 3 pm. **These immunizations will be covered under the UM Choice Health Care Program at no cost to employees enrolled in that program. Employees not covered under the UM Choice Health Care Program will be able to purchase a flu shot for \$26.**

A mammogram van will be on campus in the MSC parking lot Wednesday, October 15th from 9 am – 3 pm. Call 314-996-5170 for an appointment. Express Scripts has offered its mammogram van as well. It will be available November 10th. Please call 314-251-6300 for an appointment. Employees must bring their insurance card to either location.

VOLUNTEER SERVICES ANNIVERSARY

On October 1, the Volunteer Services program celebrated its 4th Anniversary at UM-St. Louis! During this time, our volunteers have served in 175 different positions on campus. Although they may come to us as volunteers, many have transitioned to students and employees of the University. We currently have talented and hard-working volunteers trained and ready to be placed on campus. If your department could use an extra set of hands—please contact the Volunteer Services office at x 4106 or via our website at <http://www.umsl.edu/services/volunteer/>.

SIGNIFICANT SERVICE MILESTONES FOR AUGUST, 2008 AND SEPTEMBER, 2008

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
Caleb Evans, User Services	5	Terrence Dupuis, KWMU	10
Kenneth Fulks, Auxiliary Svcs	5	Emily Rapko, Career Services	10
Chad Hoffer, Cntr for Student Success	5	Lorraine Simeone, Cntr for Student Success	10
Malaika Horne, Exec Leadership Institute	5	Nancy Crandall-Witte, TJ Library	15
Eric Koehn, Cont. Educ & Outreach	5	Martha Menendez, Coll of Optometry	15
Abby Kozeliski, Admissions	5	Ronald Edwards, Auxiliary Svcs	20
Christen Pilz, Athletics	5	Jane Ferrell, Dean Coll of Business	20
Jason Stahr, PAC	5	Youlanda Jones, Coll of Optometry	20
Kedra Tolson, Univ Communications	5	Lucinda Vantine, University Events	20
Michael Toohey, User Services	5	Ericka Grim, Registration	25
Helen Ward, Vice Provost, Student Affairs	5	James Sliefert, Physics & Astronomy	25
Allyson Wilson, Univ Conference & Inn	5	Ernest Cornford, Finance	30
Traci Wilson, Center for Internat'l Studies	5	Elias Hindeleh, Library	30