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President's Message

I would like to again thank everyone who has signed up to serve on a committee with the Staff Association. I am again proud of our engaging efforts.

Please note our upcoming Holiday Bazaar, it is a great opportunity to purchase holiday gifts and contribute to the John Perry Scholarship.

Though you may have already received the information, I would like to invite all of you to attend one of the informational sessions with the Higher Learning Commission. The HLC's job is to assure the quality of universities in our region and they will be on campus next week. **They have requested to meet with us on Monday, November 10, 2-3 p.m.** and have arranged two locations to ensure our availability. Please attend either on North Campus in 126 JC Penney, or in the Museum Room, Provincial House on South Campus. The fact that the HLC has requested to meet with us clearly conveys that they are aware of our immense contributions to the success of this campus and our expertise, flexibility to work with faculty and students. The HLC is interested in our contributions in achieving the criteria for accreditation, especially in regard to student learning. All of us contribute, no matter our position or title. We are the backbone of our beloved UMSL and we have a stupendous story to tell. *I urge all of you to attend the HLC session, it is our opportunity to shine!*

Many thanks to the Communication Committee for the wonderful updated look of the Link. I urge anyone with questions on our activities or work-related issues to contact their building rep or me, we are here to listen and serve.

I look forward to seeing you at the HLC session!

~Steffanie H. Rockette



Photo by August Jennewein

UMSL UP CLOSE-August Jennewein

" I turned my camera eye to bugs, butterflies and flowers because there is much beauty to be seen in the macro world, one just needs to slow down and take a look. It's also a way to pay homage to the wonderful work our grounds keepers do each day. They help make our campus the beautiful place it is. And I continue to search for new macro moments to capture with my camera. So in the months to come there might be another Up Close gallery of photos."

To see more of UMSL UP CLOSE , go to <http://www.umsl.edu/services/creative/photo/index.htm> To see more of Augie's photo, go to Eye on UMSL <http://www.umsl.edu/services/creative/photo/eye/index.htm>

Smart Card–Supporting UMSL Athletic Dept



The UMSL Athletic Department is proud to announce the debut of its Smart Card to all students, staff, faculty, alumni and others. The Smart Card consists of 18 different UMSL Athletics corporate partners that are providing discounts off their products. For example, Cool Valley McDonalds has a buy one sandwich get one free, Penn Station 10% off and free 20-ounce drink with any purchase, Del Taco 15% off all purchases, Domino's Pizza Oven Baked Sandwich & 20 ounce soda & chips \$6.99 (Normandy store only), Marley's Bar & Grill 15% off all purchases (excludes alcohol), El Palenque Mexican Restaurant 15% off all purchases (excludes alcohol) and Krispy Kreme 10% off at five locations in St. Louis area.

The Smart Cards are now available for sale at a price of \$5 per card and are for sale in the Athletic Department Office (225 Mark Twain) during normal business hours. The card expires in May 2009.

We are encouraging everyone to purchase their smart card," said Mike Frazer Director of Corporate Partnerships & Broadcasting. "The Smart Card is an effective tool that allows UMSL Athletics to provide our current corporate partners the opportunity to directly benefit from their commitment to Athletics."

Contact the Athletics office at 314-516- 5661 for more info or stop by when you visit Mark Twain.



Campus Holiday Closings

The campus will be closed November 27 and 28 for the Thanksgiving Holiday.

The campus will be closed from Thursday, December 25, 2008 through Friday, January 2, 2009, inclusive. The University paid holidays are December 25th and January 1st. Employees may use accrued vacation, personal days, or time off without pay. Employees must submit a Report of Absence (Form 60) for all days off, whether paid or unpaid, which are not University paid holidays.

New employees who may not have enough paid time off to cover December 26-January 2 may make special arrangements with their management to work even if their offices are closed. This is at the discretion of departmental management. Some departments will remain open for some or all of the time between December 29th and December 31st. Ask your department management if your area will remain open!

Important Facilities Phone Numbers*

Phone Number (314)-516-XXXX	Department	Problem
6305	Custodial Services	Clean ups, restroom needs
6320	Facilities Services	Light bulbs, electrical needs, ac/heat concerns, leaks/repairs
5155	Police	Suspicious individual, dangerous situation, building access, emergency car service
6363	Environmental Health and Safety (EH&S)	Foul odors or other conditions in the work area which you think might be affecting your health
6422	Facilities Planning	Construction concerns, signage
5206 betty_covington@umsl.edu	Administrative Services Betty Covington	Customer service

Have you ever wondered whom you should call when the restroom faucet won't turn off? You may actually need to call two numbers. If the sink is overflowing, custodial services at 6305 will need to be notified to clean up the area and facilities service at 6320 will need to be called to repair the faucet.

*After 5 pm, please contact the police department at (314) 516-5155

Volunteer of Month—Kierra Blunt

In his nominating Kierra, Gary Clark of the Office of Transfer Services had this to say: "Kierra did an outstanding job while assisting in a mailing project for the Office of Transfer Services. She demonstrated ability to grasp the concept of the project immediately and was consistent and accurate in her work. She got the job done! Kierra arrived on schedule, was appropriately dressed and was very professional in her outlook towards our project. She was not afraid to ask questions, stayed busy, and was enthusiastic and a bright spot in our day. We would welcome her back at any time.

It is a pleasure to meet a young person of Kierra's caliber. She is a senior in high school with maturity and is looking at UMSL as a possible school in her future. We would be fortunate to have her. It is always a joy to see such a quality young person meet or exceed expectations and Kierra does this."



Computer Access Program– Human Resources

The Computer Access Program (CAP) was initiated by the [Human Resources Interdepartmental Partnership](#) (HRIP) when it identified a need for computer access for those employees whose primary work focus does not require a computer or regular computer use to perform job duties. The goal of CAP is to provide all university employees with access to information relevant to their employment by providing computer workstations connected to the UMSL and UM System computer networks, as well as training for the use of these computers.

So far 130 employees have been trained. Training has been offered in computer basics, Internet browsing, and using e-mail. Future sessions are being planned to include refresher workshops and training new employees.

Since August 2006, 21 computers have been placed in 20 different locations on campus. These include:

1. South Campus Computer Building
2. Clark Hall
3. Lucas Hall
4. Stadler
5. MSC North Garage (2 computers)
6. Provincial
7. JC Penney
8. Fine Arts
9. Millennium Student Center
10. Mark Twain
11. Woods Hall
12. Normandie
13. Performing Arts Center
14. Chancellor's Residence
15. Music Building
16. MSC South Garage
17. RCEW
18. SSB
19. TJ Library/ Mercantile Library
20. GSB

Tentative plans include placement of computers in five additional buildings

Key Communicators

Campus administration was consulted in the fall of 2004 regarding convening key staff members ("Key Communicators") to discuss issues of student service and its effectiveness and impact on enrollment. Key Communicators meet approximately every two months. Some of the topics that have been covered during the meetings include: signs on campus, ease/challenge of finding buildings, and the campus map; barriers to recruiting and enrolling students; Financial Aid; Cashier's Office; campus safety and Police; respect for one another; communication between offices; reaccreditation; advising of students; parking; student difficulties with faculty; food service; customer service; and MyView.

For more information on Key Communicators, please contact Curt Coonrod, Vice Provost for Student Affairs, (314) 516-5211.

Preventing Sexual Harassment Online Training

Employees who have not completed the online Preventing Sexual Harassment program still need to do so. Employees (full-time, part-time, student) who have been employed with the University for longer than thirty days are required 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.

Completing the online Preventing Sexual Harassment Program is a new yearly requirement. All employees, including student workers are required to complete the training. Contact the Office of Equal Opportunity and Diversity if you need instructions on how to access the online training materials. (314) 516-5695
<http://www.umsl.edu/services/oeo/>

2009 Trailblazer

It's not too early to be thinking about 2009 Nominations for UM-St. Louis Trailblazers. This year's theme "***Taking the Lead to Save our Planet***" can include women who have shown leadership in preserving the natural environment and reversing ecological destruction. Nominees (students, faculty, staff or friends of the University) can be scientists, engineers, business leaders, writers, filmmakers, conservationists, teachers, community organizers, religious or workplace leaders or others whose lives show exceptional vision and leadership to save our planet.

The 2009 Trailblazer Ceremony will be held March 19.



Staff Association Annual Holiday Bazaar

The 5th Annual Staff Association Holiday Bazaar is scheduled for December 10, 2008 in Century Room A of the MSC from 10 am to 2 pm. We are currently looking for donated items to sell at the bazaar. Please see the flyer at the end of the Link for more information. We need your help to make the bazaar successful! Proceeds from the bazaar benefit the John Perry Scholarship fund. Thanks for your support.





Wellness-Healthy for Life

Weight Watchers at Work meets on Friday during the lunch hour. The cost is \$156, however *Healthy for Life* will reimburse 25% at the completion of the class. This is a 13 week session. If you join after the first couple of weeks, the amount will be prorated. If you would like more information, or are interested in starting another weight watchers at work, please contact Jamie Capizzi, the UMSL program manager at capizzij@umsystem.edu.

FLU SHOTS

Fall is here which means it is **flu shot** season! FREE flu shots available for faculty and staff (\$26 if **not** covered by Coventry.) Please call Joann Westbrook in HR at (314)516-5639 for more information.

November 10th 9 am-3 pm. in 125 JC Penney

UMSL Staff Association Cookbook Sale



Cut calories this Thanksgiving with this delicious pumpkin pie recipe using Equal in place of sugar. Recipe on page 48 of the Staff Association Cookbook.

Come and get them before they are gone! We have a few remaining copies of the UMSL staff association cookbook and we are selling them at the discounted rate of \$6. The Staff Association Cookbook is a collection of recipes from students, faculty, and staff across the campus. Many recipes found in the cookbook have a unique story or hold a special memory for folks in our community. The cookbooks are in a three ring binder style, which easily allows you to add more of your own recipes.

100% of the proceeds from the fundraiser will go directly towards the John P. Perry Scholarship fund, which awards scholarships annually to staff members' children who will be attending the university.

The Potato Cream Cheese soup recipe on page 11 is rich, creamy and very satisfying on a cool Fall day. Looking for the perfect thanksgiving side dish? There are several choices from the Veggie/Side Dish category that are wonderful including the Pineapple Bake on page 14 and the Stuffing Balls on page 19.

Are you looking for something out of the ordinary for supper? Try the Main Dish Sauerkraut Casserole on page 24. It is excellent and the sauerkraut does not overpower the overall taste. You will want to fix Jimmy Stewart's Favorite Pork Chops on page 27. It is super easy to put together and very tasty.

Cookbooks can be picked up at the University Bookstore, or by contacting Harry Harris at x4250 or harrisha@umsl.edu. They are sure to make excellent gifts for the holidays, so pick one up and support a great cause!

Recycling at UM-St. Louis

The University of Missouri – Saint Louis recycled 90,630 pounds of paper through the Office Paper Recycling Program during the 9-month period ending September 30, 2008 compared to 89,095 pounds in the 9 months ended September 30, 2007. This represents a 1.7% increase in paper recycling compared to the same period last year.

The University has recycled approximately 250 cubic yards of plastics through a new beverage container recycling initiative. Various beverage container recycling containers have been distributed throughout campus. If your building is in need of beverage container recycling bins, you may contact Craig Robinson at (314) 516-6363.

It is becoming increasingly costly to recycle cardboard, as significant time is being spent by Custodial and/or Grounds Departments in flattening boxes. Please break down your own boxes before placing them for recycling. Flat cardboard may be placed with (but not in) any desk-side office paper recycler.

Please refer to the attachment for paper items that can be recycled.



What's New at the Bookstore?

It's easy being GREEN.

Kermit got it wrong when he said it's not easy being green. The University Bookstore makes it very easy with a variety of recycled products. In addition to recycled paper & pens made from old car headlights and CDs, the bookstore has clothing and accessories! The newest environmentally friendly items include belts crafted from soda tabs, and purses created from old tire tubes. There are even "green" shirts made from recycled plastic bottles and organic cotton. These shirts are sweat free made in the USA, and exceptionally soft too. So stop by and check out the green items! Staff, you can even save your own green with a 20% discount on clothing and gifts.



Coming Events



Photo by August Jennewein

Benefits forms due in HR	November 7	
Accreditation Team Visit	November 10-11	
Accreditation Team Meeting with Staff	November 10 2-3 pm	126 JC Penney & Museum Room, Provincial House, South Campus
Flu Shots	November 10 9 am-3 pm	125 JC Penney
Flu Shots	November 11 9 am-3 pm	Marillac Hall
University Singers and Vocal Point	November 18	Touhill Performing Arts Center
Jazz Ensemble and Vocal Point	December 2	Touhill Performing Arts Center
University Holiday Concert	December 9	Touhill Performing Arts Center
Staff Association 5th Annual Holiday Bazaar	December 10 10 am– 2 pm	Century Room A, MSC
Chancellor's Holiday Reception	December 16 2-5 pm	Century Rooms, MSC

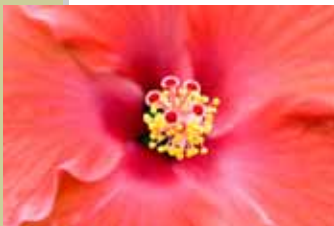


Photo by August Jennewein

Bottom Line

If you have questions or concerns about the Link, please contact Faith Lucas at E-mail flucas@umsl.edu

Staff Association's 5th Annual Holiday Bazaar

To raise money for the John Perry Scholarship



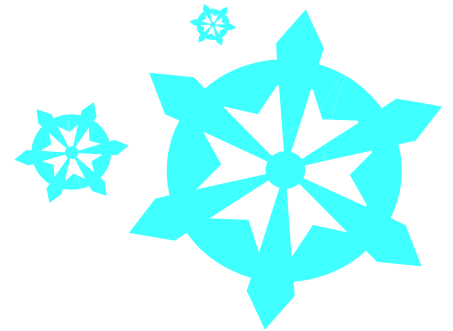
Wednesday, December 10, 2008

Century Room A

10:00 am —2:00 pm

We need your help! We are looking for:

- Crafts, jewelry, ornaments, gift baskets, etc.
- Baked goods for the “goody” table
- New or gently used novels, children’s books, DVDs CDs,
- Get your department together to make a gift themed
gift basket—Baking, Relaxation, Gardening, Golf...
- Any size donation is welcomed



Please have donations ready by 12/3. Donations will be accepted

at:

- Michelle Kilper, 101 Woods, x 5785
- Dave Maczynski, 144 SCCB, x7636
- Theresa Keuss, 351 MSC, x4602
- Kathy Meeks, RCEW bldg, Suite 12, x4568



The *John Perry Scholarship* is awarded to dependents of staff members each year. For more information go to: <http://www.umsl.edu/services/sassoc/jppscharship/scholarship.html>

Thank you!

UMSL Office Paper Recycling Program

INCLUDE:

Copy/Fax Paper
Pastel Colored & White Bond Paper
Envelopes (Plastic Windows O.K)
Manila File Folders
Carbonless Forms
Letterhead/Stationary & Legal Papers
Adding Machine Tapes
Brochures
Accounting Paper
Index Cards/Time Cards
Notepad Paper
Newspapers
Magazines
Computer Print Out

DON'T INCLUDE:

Corrugated/Cardboard
Phone Books
Kraft/Brown Packing Paper
Blueprints
Large Metal Clips/Fasteners
Food/Bathroom Waste
Metal Binders
Hanging File Folders
Dark Colored Paper
Construction Paper
Plastic or wood

STAPLES, PAPER CLIPS, RUBBER BANDS, POST-IT NOTES AND TAPE ARE ACCEPTABLE

USE ALL PAPER FOUND ON A TYPICAL DESK AS A GENERAL GUIDELINE