

The Link



March 2010

University of Missouri-St. Louis Staff Association Newsletter



Photo by August Jennewein

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President's Message

Greetings All!

A huge THANK YOU to all those who volunteered their time and talents to making the Trivia Night another successful fundraising event in support of the John Perry/Staff Association Scholarship Fund. We had 28 tables and lots of fun. As a reminder, applications for the scholarship are due by March 15, 2010. Details can be found on the Staff Association website www.umsl.edu/staff.

In January, President Forsee announced a Benefits Perception Survey to be completed by Faculty and Staff system wide. As per the President's Memo, "The results will be used as a planning tool for the university's Retirement and Staff Benefits Committee to help the university understand what our faculty and staff value in a pay and benefits package". This survey was made available in the last half of February and hopefully each of you took the time to provide input on what benefits are important to you.

Just a reminder; the University of Missouri – St. Louis Non-Smoking Policy took effect on January 1, 2010. Under the policy, in calendar year 2010 smoking is prohibited on the University of Missouri-St. Louis owned or leased property within twenty (20) feet of building entrances, exits, open windows, and fresh air intake systems.

Save the dates, Focus on the Future will be held March 30 and 31. Focus on the Future provides an opportunity for continued professional and personal development for all employees.

Spring will be here soon!

Ken Voss



Volunteer of the Month-February

Anne Leners has a long history of generous support of the Mercantile Library. She began volunteering at the Library's previous location in downtown St. Louis and has continued here on the UMSL campus. Anne willingly helps out on any type of project, from preparing mailings to shifting books onto new shelving. Most recently Anne was instrumental in forming an entirely new body of volunteers for the University when she helped found the Mercantile Library Docent Corps. Anne's help was invaluable in the formation of this terrific group – we couldn't have done it without her!



Anne Leners

Trivia Night Update

Thank you to all who helped to make the 11th annual Trivia Night a great success! The committee worked hard to plan a great event this year. There were many generous donations from nearby businesses, campus departments, and even many of you! Trivia goers were able to purchase raffle tickets for \$10 for an arm-span, and tickets could go towards a variety of raffle prizes, such as a yoga-themed basket, restaurant gift certificates, jewelry, and more. The silent auction was successful, as always, with tickets to minor league baseball games, water parks, hotel stays, golf, bowling, archery, a float trip, massages, root beer, and bread. Heroes & Legends also supplied an excellent sports memorabilia auction with a portion of all proceeds being returned to the John P. Perry Staff Association Scholarship Fund. There were attendance prizes for many, and every attendee and volunteer received a reusable canvas tote bag. The emcee, Drew Griffin, put together a great variety of questions ranging from pop-culture to university mascots to music. There was tough competition this year for the themed-table contest, with the winner having a Cardinals theme of a foam finger, streamers, stadium snacks and many decorations. In all, the night was filled with fun, socializing, and generosity.

We successfully raised around \$3800 for the John P. Perry Staff Association Scholarship Fund. Thanks to those who coordinated, volunteered, promoted or attended. See you again next year!

**The beautiful
setup for Trivia
Night done by the
committee.**



Theme-table contest winner



The packed event.



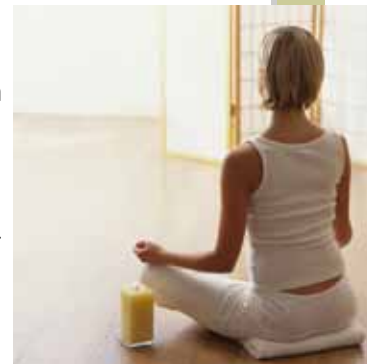
Healthy For Life

Don't Forget about Yoga on Thursdays

Please feel free to drop-in a yoga class on Thursday. No registration required. Cost is \$5 for a drop-in or buy a packet for \$3/class. Class information: Combining elements of hatha & kundalini yogas, these classes are a safe & healthful combination of movement, breathing & meditation...they provide the opportunity to focus attention, access natural creativity, and help both body and mind reach a relaxed but energized state...classes are open to all levels, from absolute beginners to the well-practiced. Please email [Josh Wolf](mailto:josh.wolf@umsl.edu) with questions.

Jamie Capizzi, Wellness Program Manager, has taken a full time job with Nestle in pediatric nutrition sales. We wish her the best.

In the interim, the main office in Columbia will be the contact for St. Louis. The office can be reached at (573) 884-1397 or wellness@umsl.edu. The programs are still available and your suggestions are always appreciated.



John Perry/Staff Association Scholarship Fund

Who is John P. Perry?

John Perry started working at UMSL in 1963 as the campus Business Officer. He was very involved in the development of the St. Louis campus from a golf course to a University. In 1986, after 23 years of service he retired as Vice Chancellor of Administrative Services. The establishment of the John P. Perry Scholarship was announced at his retirement party. The staff association has continued to raise funds for this endowed scholarship.

What is the John Perry/Staff Association Scholarship Fund?

The John Perry/Staff Association Scholarship Fund is non renewable scholarship awarded to a dependent of a University of Missouri St. Louis staff employee. The scholarship is awarded to entering full-time freshman student. If no entering freshman applies for the scholarship, the committee will then consider applicants in the following order:

Full-time transfer student

Part-time student enrolled for at least 6 credit hours

Graduate students.

Applications are due by March 15th.

Go to the Staff Association website: <http://www.umsl.edu/services/sassoc/index.html> to find the application form.



Volunteer Income Tax Assistance

The UMSL VITA program provides free tax preparation for low income, disabled, and elderly members of our community-- the City of St. Louis, St. Louis County, and St. Charles County. All UMSL VITA volunteers have been certified by the IRS to prepare tax returns. Contact information: Phone: (314) 516-7188, E-mail: vita@umsl.edu, website: <http://www.umsl.edu/~vita/index.htm> .





The Luminaria Ceremony is the opportunity to remember loved ones lost to cancer and honor those who have won their battle.

UMSL Staff and Relay for Life

Relay for Life is a 12 hour overnight walk to benefit the American Cancer Society. The walk will take place beginning April 23, 6 pm at the MSC Lakes, and includes a Survivor lap, as well as Luminaria to honor or remember someone special who has been profoundly affected by cancer. This is the 4th year for this student sponsored event, and it would be great to have more staff members participate to support our students as well as the American Cancer Society! Please consider joining the UMSL Staff team (or any other team!) and/or making a donation. Family and friends are certainly welcome as well. More information about the event can be found at www.relayforlife.org/umslmo. If you would like more information about joining the UMSL Staff team, please contact Faith Lucas at flucas@umsl.edu. Thanks in advance for your consideration and support.

Focus on the Future – March 30 and March 31

Focus on the Future provides an opportunity for continued professional and personal development for all employees. The broad range of session topics offered by skilled presenters allows you to focus on specific areas of interest, both personal and professional.

We encourage everyone to take advantage of this opportunity for growth. For questions and classes you would like to add, contact Karen Pierre, 5823.

Tuesday, March 30

- Gardening 101
- Taking Charge of Your Finances
- Crisis Management
- Nutrition and Your Eyes
- Zumba Dance Class
- Cooking with the Chef
- Sleepless in St. Louis – Sleep & Your Health
- Cyber Security
- Social Networking
- Chair Massage Therapy
- Reinventing Ourselves After 50

Wednesday, March 31

- Augie's Walking Photo Class
- Basic Car Maintenance
- Jewelry Making
- Management Training
- De-Clutter Your Life
- Ready, Set, Read: *The Lovely Bones*
- UMSL Trivia Trap Game
- Career Coaching
- Yoga
- Tai Chi
- What Pet Are You?



Meet the Staff Council– Chris Scheetz

What is your position on the Staff Council?

I am the Vice President/President Elect for the Staff Association. In this position it is my responsibility to preside in the absence of the President and represent the President at other functions as requested by the President. In addition to being Vice President, I also serve as a member of the Communication Committee. The Communication Committee is responsible for providing information to staff members. The committee is currently doing this via The Link, Staff Association Website, and MyGateway.

Why is the staff association important to you?

The Staff Association is important to me, because it is the collective voice of the staff of the University of Missouri St Louis. UMSL is a great place to work and I enjoy serving on the Staff Council because I get to meet and work with other staff that I might not have gotten the opportunity to in my daily job.

What is your position at the university?

I'm the Supervisor for Instructional Computing. Instructional Computing is a division of Information Technology Services that provides and supports the 16 student computer labs, over 110 technology enabled classrooms, and two Online Testing Centers on campus. We try to provide the tools that the students and faculty need to be successful with technology in the classroom and lab environments.

What are your hobbies and interests?

In my free time I enjoy being outdoors whether it be playing golf, camping, weekend road trips, or just working in the yard. I'm ready for some warmer weather!



Chris Scheetz

Trailblazers To be Honored on March 18

The Trailblazer Ceremony honors women faculty, staff, students, alumnae or supporters of the university who have blazed a trail—women who were first to occupy positions traditionally held by men, or who have worked to forge new pathways or who have contributed significantly to the university and/or community. 2009 Trailblazers are Debbie Baldini, Lauren Masterson-Rodriguez, Dayna Stock, and Therese R. Trelz.

The theme this year is "Writing Women Back into History." The guest speaker is Dr. Blanche Touhill. The Ceremony will be held March 18 at 2 p.m. in MSC, Century Rooms B&C.



Triton Connect—UMSL's Online Community

This online discussion board provides opportunities for UMSL faculty and staff to connect with others on campus with similar professional and/or personal interests. To access [Triton Connect](#), faculty and staff should first log in to the campus network and then go to the following website: <https://tritonconnect.umsl.edu/>. First time visitors to the site should check out the Getting Started forum.

What is Ergonomics & How Can it Improve Your Life?

What is Ergonomics?

Ergonomics can broadly be described as the science of designing the job to fit the worker, as opposed to forcing the worker to fit the job, and covers both the physical stress it places on joints, muscles, nerves, etc., and the environmental factors that can negatively impact general comfort and health. Physical stress in the workplace comes from a number of sources; lifting more than one physically should, for example, or working in an awkward position, but today ergonomics is most commonly linked to working conditions that result in cumulative trauma disorders or repetitive strain injuries. These types of afflictions are caused by repetitive motions that would not likely result in unnecessary stress or harm if performed sporadically.

Recognizing Signs That May Indicate a Problem

As more and more work involves the use of computers, the concept of workstation ergonomics has become increasingly more important, as afflictions like tendonitis and carpal tunnel syndrome have been linked to workplace conditions. Long hours of using a keyboard and mouse with few breaks, particularly in an uncomfortable or awkward position can, over time, lead to chronic pain and damage to the joints and nerves being stressed. It is important to listen to the initial signals your body gives you. If you suffer from pain in the wrists or hands after a long day of typing, examine your work area and work practices to see if they may be causing the problems. Learn to make adjustments. Raise or lower chairs to avoid typing with your wrists at an odd angle. Adjust computer monitors to avoid glare. Take frequent breaks from repetitive tasks to give your body a rest. Always use proper lifting techniques. Sometimes small modifications to work procedures, posture, habits, and/or work station design can make a big difference in the way you feel at the end of a day.

The Neutral workstation

Finding and maintaining a comfortable neutral workstation position is the single most-important method to prevent cumulative stress injuries and disorders. Neutral workstation position can be broadly defined as maintaining body positions that keep muscles in a relaxed position, and the rules of 90 degree angles and parallel lines have been an effective method of assessing one's neutral position. Forearms should be at a 90 degree angle to upper arms, thighs should be at a 90 degree angle to both lower legs and torso, with feet flat on the floor or footrest. The lower legs, lower arms and the view from your eyes to the top of the monitor should all be parallel with the floor, while your torso, lower legs, and upper arms should all be parallel with the walls. Finally, a straight line through your middle finger up through the arm should also be able to be drawn in the neutral position.

Common Weaknesses

There are two weaknesses I have observed most often while conducting workstation ergonomic evaluations. First, many individuals use the same desk as their primary workstation and to conduct face-to-face meetings, pushing the monitor to one corner of the desk, putting the neck and wrists into a non-neutral position while using the computer. If you spend a significant amount of time using a computer in the workplace, this behavior is strongly discouraged. Second, the placement of a keyboard on top of a standard height desk instead of a keyboard drawer or typewriter-height desk also leads to a poor neutral position, as the hands end up being above the elbows and the wrists bent more than necessary. If the majority of your day and working career will be spent on a computer, it is important that the workstation be adequately fitted to you, the individual.

Submitted by

Craig Robinson, Supervisor
Environmental Health and Safety



On The Road – One Dog and One Human (Molly and Linda Gatson)

My first vacation with Molly (a Doberman, Labrador mix) was in 2004 to Alaska. Each trip since then I have learned a little bit more about what to bring, what to do, and where to stay. Here's some of what I've learned...

Things to Bring

For starters there is a very helpful Travel Tips document at <http://www.takeyourpet.com/pages/trav.htm> with all sorts of great information and a list of things to bring for your trip. I also bring a copy of Molly's vaccination records, "Beware of Dog" hang tags for hotel room doorknobs, tension gates, a bottle of hydrogen peroxide (for inducing vomiting), and plenty of pooper-scooper bags. Make sure that your pet's ID tag has your cell phone number on it. If your pet is lost, people need a phone number where you can be reached. It's also a good idea to have your pet micro-chipped.

Lodging

Most hotels do NOT allow pets. Of those that do, most of them do not allow LARGE dogs. Some hotels only allow pets in smoking rooms. Most of them also will not allow you to leave your pet unattended in the room. **Always make your reservations by calling the actual hotel (not their toll-free reservation number) so that there are no surprises when checking in.** Questions to ask: 1) Do you allow pets? 2) Do you have size restrictions? 3) Can I have a non-smoking room with a pet? 4) Can the pet be left unattended in the room? 5) Are there additional fees? 6) Are there other pet policies that I need to be aware of?

Their answers to my questions determine whether I make a reservation or keep looking. Noise and property damage are big concerns for hotels so it can be helpful to talk to the manager. They may permit you to leave the pet unattended if the dog is crated and/or you leave a number where you can be reached if there are problems. AAA as well as numerous hotel chains allow you to put in a "pets allowed" criteria when doing a search. There are also some good websites that help you find "pet friendly" lodging. They are <http://www.tripswithpets.com/>, <http://www.pet-friendly-hotels.net/>, <http://www.1clickpethotels.com/>, <http://www.petswelcome.com/>, <http://www.dogfriendly.com/>, and <http://www.pawspetouspets.com/travel.shtml>.

When vacationing in one location over multiple days I highly recommend renting a house if you can. A house is a much more comfortable environment for both you and the dog. A lot of tourist spots will have some pet-friendly homes that can be rented by the week (or less). There can be some steep pet fees involved with house rentals (some refundable, some not). A few websites for finding rental homes are <http://www.ownerdirect.com/>, <http://www.homeaway.com/>, and <http://www.vrbo.com/>.

Rest Stops

Plan on stopping every couple of hours so your pet can walk around and get something to drink. Be aware that pets are not allowed in the buildings at rest stops, and not all rest stops have places where you can park in the shade.

Your Destination

You will want to check out the laws and policies of the area where you will be staying. Beaches may require a leash and/or may only allow pets during certain hours, or not at all. National Parks typically do not allow pets to be outside of the vehicles.



Traveling with a dog can be an enjoyable experience with a bit of planning.

**Staff can become
members of the Alumni
Association for Free.**

Alumni Association News

Did you know that faculty and staff can become members of the Alumni Association for free? [GO HERE](#) to read about discounts available to Alumni Association members. Contact [Kathy Kinney](#) in the Alumni Office to find out how you can become a member.

Join 500+ alumni for the 2nd annual **Alumni Weekend on April 16-17**. KSDK sports anchor and UMSL alumnus Frank Cusumano kicks off the weekend at the Friday night Red and Gold Bash with an auction, live band, dancing, photo booth, food prepared by local UMSL alumni chefs and a cash bar. Saturday's activities include UMSL Triton baseball and softball games, campus tours, classes without quizzes on topics from government policy to urban ecology, from social networking to the housing market. There will be receptions with favorite professors, award ceremonies at various colleges, ending with the Greater St. Louis Jazz Festival alumni reception and performance at the Blanche M. Touhill Performing Arts Center. For more information, to see who's coming and to register, [GO HERE](#).

Lost and Found

To report lost items, go to The Millennium Student Center home page and click on the General Services and click on the Lost and Found Link. Items are held for one semester then they are discarded. The Lost and Found is centrally located on the 2nd level of the MSC, next to the U radio station. Lost items on campus are brought in daily. All items are logged into a database by category, description, and location where item(s) were found if known. E-mail are sent to those that may be identified. Items of high value are turned over to campus police. I.e. diamond rings.

Students, faculty and staff that wish to report lost items, may access the online form by using their log in information. Department assistants may enter a lost item on behalf of an off campus visitor. Each submission automatically generates and sends a copy via e-mail to our department and to the person completing the form. Some of the lost items for 2009 included 152 pieces of jewelry, 212 flash drives, and 73 pair of glasses.

*Note

- *Cell phones are donated to military or women's shelters
- *Eye glasses are donated to the campus optometry department.
- *Calculators are donated to the campus math department
- *Clothing is donated to local shelters and churches.



February 2010

Dear Stan,

I am very happy to report that Justin was able to reunite me with my black sweater. My faith in the honesty of human beings is restored (at least for the next hour or so). Thanks for your help!

Best,
Jeanne

Jeanne Morgan Zarucchi
Professor of Art History and
French

Disposal of Technological Devices

Are you responsible for disposing of an electronic device? **Have you wiped the memory?**

[Section 701 of the Purchasing Policy Manual](#) entitled *Surplus Property – University / Sale / Disposal* informs departments of their responsibility to remove all sensitive or harmful components of equipment prior to its transfer to the Surplus Property Section for appropriate disposal.

In years past computers were the main area of focus when it came to protecting sensitive data. Wiping hard drives was of utmost importance before computers were turned over to surplus property to be sold at auction. This component of data protection is still critical to ensuring that sensitive information is removed before computers are sold to the public.

However, as new technologies become available for departmental use, care must be taken to ensure that sensitive data is removed from all devices before surplus property completes item pick-up. Examples of items that need to be wiped clean before public auction include: **all computers, cell phones, PDA's, digital cameras**, etc. Completing a hard reset of cell phones and PDA's is especially important as sensitive contact, calendar, email and text messaging information could be breached. Any questions regarding the removal of sensitive data from technological devices can be directed to your campus IT group or to the current service provider (example: Sprint, AT&T, etc).

The above referenced section of the Purchasing Policy Manual as well as [Section 308 of the Business Policy Manual](#) will be revised to bring particular attention to the appropriate disposal of these new technological devices.

By Bill Cooper, Associate Vice President for Management Services

Disposal of Technological Devices at UMSL

UMSL is now making it easier and safer for you to dispose of your digital data. If you need to get rid of cds, thumb drives or usb drives, there will soon be disposal boxes you can put them in. These boxes will be located in the campus Technology Support Center and the South Campus Classroom Building. You can also send them through intercampus mail to the data center in Computer Center Building. When getting rid of your palm pilots, pocket pcs, laptops, computers or old hard drives, make sure you send them to surplus. There are procedures in place at surplus to securely clean or destroy digital media before it is surplused. If you know your computer or laptop contains very sensitive information, you could also contact the Technology Support Center directly before it goes to surplus. More detailed information can be found at: <http://www.umsl.edu/technology/itsecurity/datadisposal.html>

Mark Monroe
Systems Security Analyst
moorem@umsl.edu



Disk Wipe is a free, windows application to permanently remove data from your computer.



Does your computer have sensitive information on it?



The University Assembly meetings create an opportunity for faculty, staff, students, administrators and the Chancellor to come together to address issues and concerns.

Staff Participation in the University Assembly

At UMSL, we are fortunate that shared governance is alive and well.

The University Assembly meets four times during the academic year. The University Assembly meetings create an opportunity for faculty, staff, students, administrators and the Chancellor to come together to address issues and concerns that face the campus as a whole. We have three staff members that participate in the University Assembly. You are welcome to contact them with any questions. Current staff members are: Ken Voss (Staff Association President), Lorraine Simeone, and Rachel Sommerer.

Also, staff members participate on various University Assembly Committees. Here's a short description of those committees and the name of the current staff member involved with those committees:

Administrator Evaluation – responsible for preparing and distributing forms to the eligible faculty of UMSL, collecting forms, and tabulation results. The committee presents the results of the evaluations to the Faculty Senate Steering Committee for review. Upon approval, the report is distributed to members of the University Assembly. Current Staff member: Meg Naes

Budget and Planning – examines general budgetary allocations and priorities, considers questions relating to the development of UMSL and makes recommendations on development and fiscal matters to the Chancellor. University Assembly approved the addition of a second staff representative position on this committee. Current Staff members: Ken Voss and Rachel Sommerer.

Information Technology - responsible for general policy issues regarding campus information technology. Current Staff member: Jaime Bergfeld

Physical Facilities, Space, and General Services – responsible for recommending to the University Assembly policies and procedures in the areas of campus facilities and general services. Also, responsible for formulating recommendations on space needed and office moves. Current Staff member: Betsy Sampson

Student Affairs – recommends and reviews policy in the areas of non-academic regulations and student services and advises the Vice Provost for Student Affairs. Current Staff member: Doug Williams

Staff Appreciation Ice Cream Social

Mark your calendars: Staff Appreciation Ice Cream Social from

11:00 AM and 1:00 PM on May 21, 2010!



Coming Events

Trailblazer Ceremony	March 18 2 p.m.	MSC, Century Rooms B&C <i>See article on page 9</i>
Focus on the Future	March 30-31	<i>See article on page 4</i>
Relay for Life	April 23	www.relayforlife.org/umslmo <i>See article on page 4</i>
Ice Cream Social Staff Appreciation	May 21	11:00 a.m.-1:00 p.m.



Augie Jennewein took this picture March 18, 2009. Spring should be here soon.

Budget and Planning Committee Meetings

The Budget and Planning Committee will hold meetings to deliberate the administration's proposed reductions triggered by a cut in state appropriations anticipated for the coming fiscal year (July 1, 2010 – June 30, 2011) as well as the need to cover certain increased expenses such as utilities.

These meetings are open to the faculty and staff of UMSL.

Meetings will be held:

Friday, March 12, 1 pm to 3 pm, JC Penney 78

Friday, March 19, 1 pm to 3 pm, SSB 118

Friday, April 9, 1 pm to 3 pm, JC Penney 222

Bottom Line

If you have questions or concerns about the Link or the staff association, please contact Cindy Wills, Communications Committee Chair and Link editor, at E-mail willsc@umsl.edu

Visit the Staff Association on the web <http://www.umsl.edu/staff>

