Greetings All!

Spring has finally found its way to UMSL. If you get the chance, take a walk across campus and visit with those who happen by. Remember, a smile goes a long way and receiving a smile from a stranger does wonders for the soul.

Please make sure and get your nominations in for the upcoming Staff Association annual elections. Please consider serving in one of these important positions or nominate someone else who might be a good candidate to serve. Nominations will be open from April 1 – April 15, at 5 p.m. Elections will be held May 3 – May 21.

Thank you to all those who volunteered their time and talents to making Focus on the Future another successful staff association event and a very special thanks to Karen Pierre for all her hard work as chair of the committee that makes this program work. Thanks!

Don’t forget to place your order for the new Staff Association shirt. There are several colors and styles to choose from so order yours today. The deadline for ordering is Friday, April 16. Proceeds from this year’s sales will be used for staff appreciation. (See the details for the Staff Association shirt on page 9.)

Please consider joining the Staff Association Relay for Life team. If you have never been involved or participated in one of these events now is the time. The event is an opportunity to honor or remember someone special who has been affected by cancer and a great time to socialize with fellow staff and students. (See the article on page 2.)

Ken Voss

By-laws Revision (Article VI and Article VII)

By-laws Revision (Article VI and Article VII)

In addition to this year’s nomination/election process, members will also be asked to vote on changes to By-Laws: Article VI—Staff Association and Article VII—Committees. Further explanation of these revisions have been sent to all eligible Staff Association members via email and will be sent one more time prior to the election being held May 3 – May 21.
Volunteer of the Month-March

Tammy Tate is one of the Touhill’s regular volunteers. She is always upbeat and very interactive with the patrons. She has embraced the Touhill’s commitment to engage with their audience. Most recently, the Touhill was contacted by a patron who raved about Tammy’s customer service and noted that she did an exceptional job. He and his group visited the PAC from out of town; Tammy went above and beyond her duties as a Touhill usher and suggested activities and restaurants to enjoy during their visit to St. Louis. Tammy is a wonderful Ambassador for the Touhill and the campus in general.

Riverstar of the Month-February

Performance Versatility

Latishua Lewis
Student Development Coordinator
Center for Student Success

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.
Join Weight Watchers at Work!

Tuesdays 11:30am
225 MSC
Starting Tuesday, April 27, 2010

OPEN HOUSE—TUESDAY, APRIL 20th, 11:30am (225 MSC)
Come learn more about the program and hear from current members!

$156.00 for 13 week series
Free–8 Weeks of E-Tools, an on-line resource to help with your success!
Flexible payment plans and 25% refund if only one meeting is missed!
Questions or interest in the program? Contact Teresa Balestreri at ext. 5002 or tkb@umsl.edu

MirthDay 2010

Mirthday is an occasion designed to celebrate merriment and laughter. The carnival-like event promotes a fun and joyful atmosphere and culminates in a huge concert featuring a nationally known artist. The event is sponsored by University Program Board and the primary target is students, but staff are encouraged to participate. The events begin at noon on Wednesday, April 21 with booths being open until 5 p.m. There are carnival rides, interactive games, prizes, and food. Plan to join in the fun.

Celebrating Women: Reinventing Ourselves After 50

April 10 9:00 AM – 4:00 PM
J. C. Penney Conference Center

Come and participate! The program features workshops, vendors, activities – all focused on topics of particular interest to women over the age of 50. The 30+ workshops will present information related to health issues, community resources, and craft and hobby interests – to help make life less stressful and more enjoyable after we cross the line into that “magical” age. “Following your dreams” is a theme. Register at: http://www.umsl.edu/ce/conferences/celebrating/

Zonta Club of St. Louis has helped sponsor the program for the past several years. Zonta Clubs across the world help women of all ages improve their status by contributing to UN programs, and locally, the Zonta Club of St. Louis sponsors scholarships for single mothers, 24 years and older, as part of a mentoring program, Women’s Another Chance Scholarships. Learn more by looking up the information table for Zonta Club while attending this fun and engaging program. Hope to see you there!

Cheryl Bielema, President
Zonta Club of St. Louis
Help Name the New UMSL Mascot

More than 500 names were submitted and the list has been whittled down to five remaining names. Here’s your chance to vote for your favorite. Voting will continue through next Wednesday (April 14). The mascot’s name will be revealed on April 21 as part of Mirthday activities!

Go to www.umsltritons.com and scroll down to the bottom right under the Triton Trivia tab and make your pick!

Meet the Staff Council—Lorraine Simeone

What is your position on the Staff Council?
I am one of the University Assembly Representatives. This is a 1-year position and I have served in this position for the past 2 years. The University Assembly is the governing body of the University. As stated on the Faculty Senate and University Assembly website, “The Senate and Assembly together and through their committees advise the Chancellor and other senior administrators on matters related to students, faculty and staff. Through these efforts the Senate and Assembly strive to make UM-St. Louis a premier public urban research university.”

Why is the staff association important to you?
The Staff Association is an opportunity to volunteer within the workplace and is a great way to meet other people that you may not meet during a regular work day.

What is your position at the university?
I am the Assistant Manager in the Center for Student Success & Transfer Services. Our office provides assessment and counseling for student who are undecided about a major or career and information and guidance about University policies and procedures that affect progress towards degree. We provide support for students who are at risk or have received grades below their expectations through a number of ways: workshops, such as Time Management, Study Skills, Test-Taking Tips & Strategies, etc. Our office can structure programs for students who have been placed on academic probation. The Academic Alert system is managed in our office. Additionally, we meet with prospective students that may be considering transferring to the University; explain the admission process, send transcripts, discuss the undergraduate degree programs available, and evaluate transfer credit as it applies to undergraduate programs.

What are your hobbies and interests?
I am a member of the Missouri Botanical Garden and love to see the changing colors of the seasons. I have been a season ticket holder for The Muny for many years and enjoy the music in the outdoor theatre.
Stormy Weather Ahead

Unstable weather may more often occur during spring, with tornados, supercell thunderstorms, and hail causing damage. The UMSL Police Department monitors the National Weather Warning System. A Tornado Watch is issued when weather conditions are favorable for tornado development. A Severe Thunderstorm Warning may also be issued when potentially damaging thunderstorms threaten the area.

When severe weather develops:

- Keep alert of developing conditions by listening to/viewing current weather conditions on internet, radio, etc.
- Minimize use of telephones and electrical equipment, and sinks or showers.
- Think about accountability. Notify others of severe weather risk.
- Be aware of where you will go if weather conditions become unfavorable. Consider the “safe areas” in your building—basements and lower floors - interior rooms or corridors, away from windows. Close doors to rooms with windows.
- If outside, seek shelter immediately. Get out of standing water. If you feel your hair standing on end, squat down but do not lay flat on the ground. If driving, slow down to prevent hydroplaning.

Saint Louis County Police Department will activate the “Outdoor Warning System” whenever the National Weather Service issues a Tornado Warning for a county adjacent to Saint Louis County. If a Tornado Warning is subsequently issued for Saint Louis County, the sirens will again be activated.

When you hear a warning siren (or are otherwise notified of severe weather event):

- Take shelter in safe areas of your building — basements and lower floors, interior rooms and corridors, away from windows, closing doors to rooms with windows.
- Keep a safe distance from glass, especially large, exterior-facing windows.
- Avoid rooms below large, free-span roof sections, such as gymnasiums and auditoriums, or corridors with exposed piping or utilities.
- If necessary, sit or kneel on the floor under heavy furniture or against the wall with your hands on your head.

Tornado: If caught out in the open on foot and the storm warnings sound, evaluate your situation quickly. Get inside a building if possible, seek a lower floor or inner corridor. Even a metal building will offer some protection. If no buildings are close by, lie flat in the nearest depression, such as a ditch or ravine. If you are driving and there is time, move away from the path of the tornado at a right angle. Do not seek shelter under bridges or overpasses, where you may be exposed to the strong winds and flying debris, such as rolling cars. Seeking shelter under a highway overpass is to become a stationary target for flying debris, with a substantial risk of being blown out and carried by the tornado winds. Safety in such a location is merely an illusion. Use extreme caution due to flying debris but do not try to outrun the storm.

After the emergency has passed:

Check on others in the area—Contact Police at 5155 (only on campus) to report injuries (or 911)
Frequently Asked Questions and Answers about the Preventing Employment Discrimination (PED) Training

The University of Missouri System, including UMSL, is committed to maintaining a work and learning environment that is diverse and free from discrimination. In keeping with that commitment, all faculty and staff are asked to participate in a new interactive online training program, Preventing Employment Discrimination (PED)

Is there a deadline for completing the training?

June 1, 2010. Your supervisor may establish an earlier deadline. Check with your supervisor/chair/dean.

Will a list of employees who have not completed the training be provided to division heads and deans?
Yes. Division heads and deans will receive a list of employees who have not completed the program on May 1 and on June 2.

The Preventing Employment Discrimination (PED) and Preventing Sexual Harassment (PSH) links appear when employees access the on-line training programs in MyHR. Should they complete both programs or just one?

Both training programs are required. If you completed the on-line PSH program last year, you do not need to complete PSH again this year. All employees will need to complete the PED as it is a new training program. A refresher version of the PSH for employees who completed the PSH program last year is under development. If you did not complete the PSH last year, you will need to complete the PSH as well as the PED.

How long does it take to complete the training?

While this depends on the individual, 60-90 minutes should be sufficient. Consult with your supervisor to schedule a time during your regular work schedule to complete the program.

Should I take the Supervisory or non-supervisory version?

If an individual has any supervisory responsibility over another individual, they should complete the supervisory version of the program. Otherwise, individuals should complete the non-supervisory version.

Additional issues:

- Some employees have had difficulty accessing the program. In most cases they have not turned off their pop-up blocker.
- It is best to complete the program in one sitting. Sometimes when employees logoff, exit through escape or another method, they do not log back in and reestablish their connection properly. The program connects through UM System to the vendor’s database. Logging on through MyHR is the only way to establish the proper connection to insure that responses are recorded properly and the printing of the certificate.
- After passing the test at 80% or better, the certificate should be printed and filed in the department. Be prepared to print out the certificate.

If you have questions concerning the training, please call our office at 314-516-5695.
Deborah Burris
Director of Equal Opportunity and Diversity & Chief Diversity Officer
Administrative Leadership Development Program (ALDP)

Under the umbrella of the President’s Academic Leadership Institute (PALI), ALDP has been created for mid-level leaders such as directors, associate directors, and assistant directors. Participants will complete self-assessments regarding their leadership style. In addition, participants will participate in a 360 degree evaluation by asking their peers, supervisor(s) and direct reports to complete an online survey about the participant’s leadership style. Assessments are confidential. In April, highly skilled facilitators will help participants process the feedback to learn more about their leadership characteristics, how to develop as a leader and how to work with others across the University system to make a difference. Sound interesting? Discuss the program with your supervisor and obtain endorsement for your participation in the program. Recruiting for the class of 2011 will begin in November, 2010.

Criteria used to select participants
- Have demonstrated performance as an administrative leader.
- Are providing leadership to units with a significant impact on services and resources of the university.
- Have potential for advancement to other leadership roles.
- Demonstrate interest in personal and professional development.
- Have the ability to attend all sessions and activities of the program.
- Have the active support of supervisor(s) and unit.
- Are willing to serve as a “peer coach” to others in the program.

Are willing to contribute to a campus project with their ALDP peers. Not all applicants can be selected for participation in the Administrative Leadership Development Program. The goal is to identify a diverse group of administrators who represent all campuses and areas and include a wide range of experience and expertise. This will be an ongoing program and all interested administrative leaders are encouraged to apply for participation in future sessions.

The 2010 UMSL participants are Raquel Bennett, Ticket Office Manager, Touhill PAC; Errol Benson, Assistant Director of Human Resources; Mitch Hess, Manager of Cashiers; Jonathan Lidgus, Director of Residential Life; and Samantha Ruffini Matchefts, Senior Associate Director, Enrollment Services.

You can find a full list of participants (by campus) at http://www.umsystem.edu/ums/departments/hr/pali/participants/. The program was put on hold for a year due to budget concerns so there was no 2009 class. The 2010 class will begin their work in the program at a 3 day retreat this month.

For more information, call (573) 884-1878 or click below: http://www.umsystem.edu/ums/departments/hr/pali/
Staff Association Nominations, and Elections

The Nominations and Elections Committee of the Staff Association is seeking nominations for Staff Council Officers, University Assembly Committees (each to be elected to serve a term of one year: July 1, 2010 – June 30, 2011) and Unit Representatives (elected to serve a term of two years: July 1, 2010 – June 30, 2012). Please note, the Staff Association By-Laws stipulate the following: 1) the person serving as Vice-President/President-Elect shall assume the position of President the following year and 2) not all unit representative positions are open for nominations at the same time (example: MSC will not be electing Unit Reps this year).

The Staff Association was formed to consider, to recommend, and to take actions related to the common concerns and best interest of “staff” at UMSL. The Council represents the Staff Association to the campus administration and functions to promote community within the Association and with the faculty and students. The Council consists of Staff Council Officers, University Committee Members, and Unit Representatives.

Please consider serving in one of these important positions or nominate someone else who might be a good candidate to serve. Nominations will be open from April 1 – April 15, at 5 p.m. (You may self-nominate.) Elections will be held May 3 – May 21. Please send your nomination form to Vick Lock, at 519 Lucas Hall; or email the form to her at lockv@umsl.edu. Nominations close at 5 p.m. on April 15th.

<table>
<thead>
<tr>
<th>Open Positions and Terms</th>
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</table>
| **Vice President/President-Elect**  
  term: July 1, 2010 – June 30, 2011 | **Computer Center Building Unit Rep**  
  term: July 1, 2010 – June 30, 2012 |
| **Secretary/Treasurer**  
  term: July 1, 2010 – June 30, 2011 | **General Services (GSB), Touhill/PAC, MSC Garages Unit Rep** (2 positions)  
  term: July 1, 2010 – June 30, 2012 |
| **University Assembly Reps (2 positions)**  
  term: July 1, 2010 – June 30, 2011 | **Lucas Hall, Clark Hall, Fine Arts Bldg. Unit Rep** (1 position)  
  term: July 1, 2010 – June 30, 2012 |
| **Administrator Evaluation Rep**  
  term: July 1, 2010 – June 30, 2011 | **Woods Hall, Music Building, Alumni Center, Normandy Hall & Inn Unit Rep** (2 positions)  
  term: July 1, 2010 – June 30, 2012 |
| **Information Technology Rep**  
  term: July 1, 2010 – June 30, 2011 | **South Campus Unit Rep**  
  (1 position open, for a total of 3)  
  term: July 1, 2010 – June 30, 2012 |
| **Physical Facilities, Space and General Services Rep/University Assembly Committee**  
  term: July 1, 2010 – June 30, 2011 | **Mark Twain, Police Station, RCEW, Parking & Transportation Unit Rep** (1 position)  
  term: July 1, 2010 – June 30, 2012 |

**Student Affairs Rep/University Assembly Committee**  
 term: July 1, 2010 – June 30, 2011
# UMSL Staff Shirts

Your UMSL Staff Association is offering the following shirts for sale.*

- Great light weight for the summer months with “UMSL Staff” embroidered artwork.
- Variety of colors to choose from.
- Short sleeve and Long sleeve options.
- Samples available for viewing at the UMSL Bookstore (weeks of April 5th & 12th during regular business hours.)
- Preorders are a must; contact Stephanie (x5765; Stephanie@umsl.edu; or in person.)
- Credit card, Personal check, or Cash
- Questions? Chris Scheetz (x6742), Rachel Sommerer (x 6551) or Stephanie Eaton (x5765)

![UMSL Staff Association Logo](image)

(logo will be embroidered on left side of shirt)

<table>
<thead>
<tr>
<th></th>
<th>Men’s Port Authority® - Silk Touch™ Sport Shirt</th>
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<tbody>
<tr>
<td></td>
<td>A tried-and-true favorite, our comfortable classic sport shirt is anything but ordinary. With superior wrinkle and shrink resistance, a silky soft hand and an incredible range of styles, sizes and colors, it’s a first-rate choice for just about any group.</td>
</tr>
<tr>
<td>Short sleeve:</td>
<td>$23.50 + tax = $25.10</td>
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<tr>
<td>Long sleeve:</td>
<td>$29.50 + tax = $31.51</td>
</tr>
<tr>
<td>(Sizes 2X and larger:</td>
<td>$1.50 additional charge before tax.)</td>
</tr>
<tr>
<td>Men’s Sizes:</td>
<td>XS-4XL (Short Sleeve up to 6XL)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>Ladies Port Authority® - Silk Touch™ Sport Shirt</th>
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<td></td>
<td>A tried-and-true favorite, our comfortable classic sport shirt is anything but ordinary. With superior wrinkle and shrink resistance, a silky soft hand and an incredible range of styles, sizes and colors, it’s a first-rate choice for just about any group.</td>
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<td>(Sizes XXL and larger:</td>
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<tr>
<td>Ladies’ Sizes:</td>
<td>XS-XXL; Plus 1X, Plus 2X</td>
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**DEADLINE:** Friday, April 16th

*Proceeds to support staff appreciation activities*
What’s New at the Bookstore?

The bookstore reopened after spring break with: a new look, expanded computer & peripherals, and new clothing and gifts.

When you stop in the Bookstore to place your order for the staff association shirt, you will see all the positive changes. Orders for the staff association shirt are due April 16. See the ad on page 9.

Safe Zone

Safe Zone is an UMSL program to identify and train staff, faculty, and students to be allies to the LGBT (lesbian, gay, bisexual, transgender) community on campus. Those interested in becoming a Safe Zone ally are asked to attend a 3-hour interactive training session. The next training will be held on Friday, April 16th, from 1:30 to 4:30 pm. The training is free of charge; however, spaces are limited. Those who are interested are asked to contact Jamie Linsin (james@umsl.edu; 516-5711) for more information or to reserve a space in the training.

Go Live for the Procurement Hot Line

Per the announcement that was previously sent out in March regarding Procurement Services and Procurement Operations Re-Organization, The new Procurement hot line became active Thursday, April 7 for the St. Louis Campus. Questions on the below topics will be answered by calling Procurement’s Services at 314-516-5366 and your calls will be answered by our new Hot Line:

Hot Line
One number access to obtaining answers to questions and issues
- PeopleSoft procurement
- Show Me Shop
- P-Card

Did you know how long to keep PROCARD Receipts?

To determine when records may be disposed of, add the retention time to the year of the record plus one year (months are normally ignored when computing retention time),

Example: 03/04 records with a 5 year retention (such as financial records):
2004 + 5 + 1 = 2010, the year the record is destroyed.

For records that cover more than one period, such as fiscal years, use the latest time period for the year of record. For example, for 2003-04 records, 2004 would be the year of the record. For a complete list of records and the length of time required to retain them, visit the UM Records Retention Guide.
Pictures from Focus on the Future

Karen Pierre and Sue Schulze from Kennelwood with Daisy and Piper

Sherry Gerrein, Donna Proctor, and Bernadette Dalton.

Sandy Crawshaw

Antoinette Sterling and Karen Pierre

Seated Loretta Aemisegger, Mary Ellen Heckle, Loy Harvey and Bernadette Dalton.

Marva Robinson
### Coming Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Notes</th>
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<tr>
<td>Celebrating Women</td>
<td>April 10</td>
<td>10 a.m.-4 p.m.</td>
<td>JCPenny Building</td>
<td>See article on page 3</td>
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<tr>
<td>MirthDay</td>
<td>April 21</td>
<td>Noon-5 p.m.</td>
<td></td>
<td>See article on page 3</td>
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<tr>
<td>Relay for Life</td>
<td>April 23</td>
<td></td>
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<td><a href="http://www.relayforlife.org/umslmo">www.relayforlife.org/umslmo</a> See article on page 2</td>
</tr>
<tr>
<td>Chancellor’s Report to the Community</td>
<td>May 4</td>
<td>11:30 a.m.-1:30 p.m.</td>
<td>America’s Center</td>
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<tr>
<td>Ice Cream Social</td>
<td>May 21</td>
<td>11:00 a.m.-1:00 p.m.</td>
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### Staff Appreciation Ice Cream Social

Mark your calendars: Staff Appreciation Ice Cream Social from 11:00 AM to 1:00 PM on May 21, 2010 at the alumni center!

### 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](http://www.umsl.edu/staff)