President’s Message

This will be my last message to you as your Staff Association President. As my term as President began our objectives were to improve and strengthen our organization while encouraging increased staff involvement and improved communications to all UMSL staff members.

In the fall of 2009 we successfully increased staff representation to the University Assembly Budget & Planning Committee. These representatives, and all University Assembly appointments, voice staff concerns to and are our conduit to campus administration. In addition, as the Staff Council and I appointed new representatives in the council and in staff committees, we reached out to areas which lacked representation in an effort to increase involvement from these units and improve communications back to them.

This spring we completed a survey of UMSL staff to gain a better understanding of how to reach more staff and further improve communications. The results of that survey are available on the MyGateway Staff Association website. The Link is, in my and many others opinion, the best newsletter and communication on this campus. Thanks to all who have worked so hard at making it so!

What a fantastic event the Staff Ice Cream Social/Lunch was, with well over 350 staff members gathering for food, drink, and a little fun.

Thank you to all who have participated in making this a successful year and for the support you have shown to me during my time serving you as President. I am truly appreciative of having had this opportunity to represent the best!

Overall I believe we have created the momentum required to continue to be an integral part of the shared governance processes in this institution while enriching staff’s daily work environment. I leave you in the very capable leadership of your new officers, Chris Scheetz, Rachel Sommerer and Faith Lucas and your new council representatives.

Thank You!

Ken Voss
Volunteer of the Month-May

Devenie exceeded all expectations for the various supervisors she has volunteered with this past year. She is a wonderful young woman who exemplifies dedication, eagerness, flexibility and is an overall friendly and caring person. She has become an integral part of the toddler classroom in the Child Development Center. The teachers she works with can depend on her to help set up lesson plans, play with and supervise the children and to carry out a wide variety of duties that they need help with. Devenie is very independent on her job and has 99% attendance rate. Devenie truly enjoys going to the child center every day and always has a positive attitude. Devenie rocks!

Riverstar of the Month-May

May 2010 Winner
Innovation & Creativity

Scott Armstead
Coordinator
Student Support Services

Volunteer of the Year

Sue Hinkel has been a member of the Advisory Council for the St. Louis Storytelling Festival for many years and has volunteered in various and many capacities. Over the past year, the College of Education has gone from 6 staff people working on the Festival to 3. Beginning in January, Sue immediately stepped in and volunteered even more of her time; driving from Pacific, MO to the campus 3 and sometimes 4 days each week.

There is no way that I can compensate Sue for the countless hours she has spent volunteering and organizing the many duties required to coordinate an event of this size. Sue gives tirelessly of her time, talents and seems to have unending amounts of energy. She not only donates her personal art supplies, but most importantly, bakes cookies for numerous events throughout the year!

Stephen and I simply could not handle all the details required to sponsor this enormous event without Sue’s assistance. I don’t know how many hours Sue has actually spent throughout the year, but I know she could be considered a part-time employee. Sue is the most deserving person I know for Volunteer of the Year.

-Becky Walstrom
2009-2010 Survey Results

Thanks to everyone who participated in the Survey. A total of 269 staff members participated in the 2009-2010 Survey. We received some great feedback and suggestions. The Survey Committee recently finished analyzing and is preparing the final report for Staff. We will report the results through a series of Brown Bag lunches this summer. The first one will be June 29 in the College of Nursing’s Conference Room 2 at 12:00 p.m. We will have one more on South campus and two on North Campus in July and August. Please keep an eye out for the announcements.

-Betsy Sampson

Meet the Staff Association Council—Rachel Sommerer

What is your position on Staff Council?

Currently I hold the positions of ‘Staff Representative on University Assembly’ and ‘Staff Representative on Budget and Planning Committee.’ As of the Staff Association elections, I am Vice President/President Elect.

Why is the Staff Association important to you?

Many wonderful people are employed by the university in the capacity of ‘staff.’ The collective services they provide help to make UMSL the top notch educational institution that it is today. I believe Staff Association helps to support these individuals and provides a recognized voice on campus on their behalf. It also provides an avenue through which staff can become more involved and invested with UMSL. When we work together as individuals with unique talents and gifts, we become a more powerful asset to the campus and its students.

What is your position at the University?

Assistant Director of Student Support Services. Student Support Services is a grant funded program through the Federal Department of Education, which provides academic support services to students with disabilities. SSS works closely with Disability Access Services in the Division of Student Affairs to increase the retention and graduation rate of students with disabilities.

What are your hobbies and interests?

I am married and have two children, ages 6 and 8; most of my personal time is devoted to them and family activities. When the opportunity presents itself I enjoy reading. We are also active in our church where I work with new members, welcoming them and helping them get connected to resources and other families.
Phishing—Don’t be Bait

In the field of computer security, phishing is the criminally fraudulent process of attempting to acquire sensitive information such as usernames, passwords and credit card details by masquerading as a trustworthy entity in an electronic communication. Universities have been recently bombarded with phishing emails asking users to give them their usernames and passwords. Several members of the UMSL community have fallen for these scams. This has caused email server outages and thousands of dollars in lost productivity. You should note, UMSL ITS will NEVER ask you to email your username and password. IT problems are never solved by asking users for their personal information.

Another common scam alerts users that their mailbox quota is full and asks users to visit a website, enter their username and password, and reset their quota. UMSL ITS does NOT send emails out like this. If you get a real message stating your mailbox is full, there is no online form you can fill out. You just need to clean up some old email to make space. Be suspicious of any email with a sense of urgency asking you to enter your username and password.

If you receive these or other scams asking for personal information or believe that you may have fallen for one, please contact abuse@umsl.edu. We will try and block the scam and protect your account. Never enter your username and password on a page unless you are 100% sure that it is a valid UMSL website.

Kenneth L. Voss
voss@umsl.edu
314-516-6987

Deborah Tansil Graham

Singing the praises of the value of a degree from UMSL, Deborah Tansil Graham loves her job as the Director of Alumni Relations & Annual Giving. Coming from the position as regional director for the United Negro College Fund (UNCF), Deborah has a strong background in fundraising. (UNCF is an American philanthropic organization that fundraises college tuition money for black students and general scholarship funds for 39 private historically black colleges and universities.)

“I’m a change agent,” Deborah explained. She noted that the current economics require the University to change the way they do business. While acknowledging that change can be difficult, she sees it as “an opportunity and not a barrier.” Changing times require that their office find new and different ways to communicate and engage UMSL alums.

Deborah encourages her staff to “think big.” Her advice to staff is to work hard, play hard, and do not be afraid to fail.

Deborah is originally from St. Louis. When not working, Deborah enjoys reading and singing with her church choir.
Healthy For Life

Tips for Mindful Eating Blog
‘Tips for Mindful Eating: It’s more than just about food’ is a new blog that offers a weekly post with tips, articles, research, reflections, and opportunities to practice mindful eating and living through the way that you eat, move, work, play and relate to yourself, others, and the world. It grew out of the ten week program entitled “Eat for Life” developed by Dr. Lynn Rossy and Hannah Bush, M.A. offered through the wellness program.

Smokers needed for online study
Are you a smoker? Are you thinking about quitting, trying to quit or have quit in the past 6 months? Take part in an online study with some great rewards. You can join a raffle for one of several $50 gift cards from Amazon.com OR receive a $5 gift card from Shakespeare's Pizza, perfect for a free lunch. The study involves reading several consumer reviews of quit-smoking products and takes about 25-30 min. To participate, go to www.EcklerResearch.com. If you have questions, e-mail the researcher at ecklerp@missouri.edu.

Tai Chi
This Tai Chi Qigong practice is a blending of meditation, breathing, and slow fluid movements all incorporated into a 30-minute set with an emphasis on the breathing. This practice is suitable for people of all shapes, sizes, ages, and fitness levels. This practice is open to all UMSL faculty, staff, and students and is free of charge. To receive a weekly e-mail with practice dates, times, and locations, please contact Linda Gatson at gatsonl@umsld.edu or 314-516-5091.

Weight Watchers at Work
Join Weight Watchers on Tuesdays from 11:30 a.m.- 12:30 p.m. at MSC, Room 225. The enrollment fee is $156 for 13 weeks, join mid-session for prorated fee. These meetings are open to everyone, so if you have a friend who’s not an employee, bring them along. Weight Watchers accepts checks, cash and credit card. All faculty and staff who attend 12 of the 13 classes qualify for a 25% rebate through Healthy for Life. If interested, please contact Teresa Balestreri at tkb@umsl.edu or (314) 516-5002.

Mindfulness Meditation
University Health, Wellness and Counseling Services is offering meditation sessions Wednesdays, 12:15 to 12:45 pm, in 225 MSC- Student Success Center, Conference Room. The half-hour weekly sessions include a brief introduction, a 20-minute guided mindfulness meditation, followed by brief discussion. New members are welcome at any time during the semester. Call Wellness and Counseling Services at 516-5711 with questions.

Jaclyn R. Heider, Health Educator
Healthy for Life, TE Atkins Wellness Program
University of Missouri, phone: 573.884.1312, heiderj@umsystem.edu
http://wellness.umsystem.edu
Confessions of a Wiki Writer by Raleigh Muns

Wikipedia calls itself “the free encyclopedia that anyone can edit.” The fact that “anyone can edit” bothers some people who correctly point out that falsehoods and vandalism can make an article somewhat untrustworthy. What a lot of people overlook, because they are primarily just readers of Wikipedia articles, is that there is a large and byzantine community of editors; these are Wikipedians who are actively engaged in the quality control of the online encyclopedia. I am one of those editors having contributed over 4,000 edits since 2005. Anyone who edits a wikipedia article is de facto considered a wikipedia editor. Some editors have user accounts (I am Quartermaster), and some editors do so anonymously without logging into an account. Most vandalism is done anonymously. There are registered wikipedians who specialize in what is called “vandal patrolling,” regularly checking all new article edits and quickly reverting obvious mischief. I personally specialize in patrolling newly created articles and flagging obvious pranks for deletion. “My math teacher John Smith is a jerk” is an example of such an article. I also correct spelling and grammar, a role that allows me to use the title “WikiGnome.” I pay very special attention to UMSL related Wikipedia articles, ensuring accuracy and deleting vandalism.

Raleigh Muns ; muns@umsl.edu ; (314) 516-5059 ; http://www.umsl.edu/~muns/

Did You Know?
UMSL Life Insurance Decreases with age

For UMSL Life Insurance, your salary is your annualized salary (as of November 1 of the preceding calendar year) as of the date of death, excluding any additional pay for special services, overtime or summer terms and intersessions. (For this purpose, your annualized salary is rounded up to the next $1,000, if not already an even multiple.)

- Plan A provides a benefit of 1 x your salary.
- Plan B provides a benefit of 2 x your salary.

The actual amount of your life insurance depends on your annual base salary and your age. As long as you are actively working, your group term insurance under Plan A or Plan B will not be terminated, but the amount of coverage will be reduced at certain ages as shown below:

<table>
<thead>
<tr>
<th>Age as of December 1</th>
<th>Percent of benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Younger than 55</td>
<td>No reduction</td>
</tr>
<tr>
<td>55-59</td>
<td>75%</td>
</tr>
<tr>
<td>60-64</td>
<td>50%</td>
</tr>
<tr>
<td>65-69</td>
<td>35%</td>
</tr>
<tr>
<td>70 and older</td>
<td>20%</td>
</tr>
</tbody>
</table>

Source 2010 Benefits Handbook: http://www.umsystem.edu/ums/departments/hr/benefits/handbooks/
### 2010 – 2011 STAFF COUNCIL

<table>
<thead>
<tr>
<th>Positions</th>
<th>Staff Council</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Chris Scheetz</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>Vice President/President Elect</td>
<td>Rachel Sommerer</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Faith Lucas</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>University Assembly Reps (2)</td>
<td>Meg Naes</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>Administration Evaluation Rep</td>
<td>Thomas Stork</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>University Assembly Committee</td>
<td>Melissa Hattman</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>Information Technology Reps (2)</td>
<td>OPEN</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>University Assembly Committee</td>
<td>Lisa Taylor</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>Physical Facilities &amp; General Serv Rep</td>
<td>Doug Williams</td>
<td>July 1, 2010-June 30, 2011</td>
</tr>
<tr>
<td>University Assembly Committee</td>
<td>Dave Gellman</td>
<td>July 1, 2010-June 30, 2012</td>
</tr>
<tr>
<td>Unit Rep for General Svc, Touhill PAC, MSC Garages (3)</td>
<td>Shelley Dotson, Kimberly Klearman, Erik Smetana</td>
<td>July 1, 2009-June 30, 2011</td>
</tr>
<tr>
<td>Unit Reps for: Lucas Hall, Clark Hall, Fine Arts Bldg (2)</td>
<td>Lisa Kite, Robert Peterson</td>
<td>July 1, 2010-June 30, 2012</td>
</tr>
<tr>
<td>Unit Rep for: Millennium Student Center (2)</td>
<td>Theresa Keuss, Sandra Crawshaw</td>
<td>July 1, 2009-June 30, 2011</td>
</tr>
<tr>
<td>Unit Reps for: Woods Hall, Music Bldg, Alumni Ctr, Normandy Hall &amp; Inn (2)</td>
<td>Amanda La Brier, Betsy Sampson</td>
<td>July 1, 2010-June 30, 2012</td>
</tr>
<tr>
<td>Unit Reps for: South Campus (2)</td>
<td>Tina Hyken, David Maczynski</td>
<td>July 1, 2009-June 30, 2011</td>
</tr>
<tr>
<td>Unit Rep for: University Center/J.C. Penney</td>
<td>Jamillah Boyd</td>
<td>July 1, 2009-June 30, 2011</td>
</tr>
<tr>
<td>Unit Rep for: Benton Hall, Stadler Hall, Research Bldg, T.J. Library Center for Molecular Electronics</td>
<td>Alice Canavan</td>
<td>July 1, 2009-June 30, 2011</td>
</tr>
<tr>
<td>Unit Rep for Mark Twain, Police Station Regional Center for Education &amp; Work Parking &amp; Transportation</td>
<td>Craig Robinson</td>
<td>July 1, 2010-June 30, 2012</td>
</tr>
<tr>
<td>Unit Rep for SSB/Tower</td>
<td>Debra Garcia</td>
<td>July 1, 2009-June 30, 2011</td>
</tr>
</tbody>
</table>
UM Fiscal Year 2010 Closing

**PLEASE NOTE:** On July 1- July 3, 2010, many applications will be unavailable due to the rollover of Purchase Orders from FY10 to FY11. The applications that will be **unavailable** those days are Non-PO Voucher Create, PO-Voucher Create, Requisitioning/Approving/ Receiving, eProcurement, Budget Entry, ARBI, GL Journal Import, and the Grants Module. The Web Journal Entry, MoCode Create, PS Financial Reports, and PS Authorization will be available during this time; however, no nightly processing will take place.

**Budget Entry**

Last day for departments to submit Cross-Division Budget Entries – July 7th, 4:00 pm

Last day for departments to enter Same-Division Budget Entries – July 16th, 4:00 pm

*Note: After June 30, all budget entries for the prior year must be made using a June 30 Accounting date. Entries made with a current or July date will become FY11 budget entries.*

**Feeders**

Last day for AP Feeders to load June data – June 30th, 4:00 pm

Last day for GL Feeders to load June data – July 7th, 4:00 pm

GL Journal Import will be unavailable July 1st - July 3rd.

**Requisitions**

Departments may enter FY11 requisitions effective immediately. Requisitions entered for FY11 must include a statement in the justification/comment field that the requisition is intended for FY11. These requisitions will be created with the FY10 budget dates and turned into purchase orders and dispatched to vendors on July 1st. The budget dates/encumbrances will be rolled from FY10 to FY11 during July 1st -July 3rd.

**Last day for requisitions requiring a bid is May 17th, 5:00 pm**

**Last day for requisitions not requiring a bid is June 23rd, 5:00 pm**

The non-catalog requisition must be entered AND approved by these dates for the PO to be issued with FY10 funds.

Non-catalog requisitions entered after June 23rd will default to FY11 and a PO released to the vendor no earlier than July 1st.

Non-catalog requisitions created but not approved by June 23rd may be canceled and need to be reentered on or after July 6th.

**Last day for Show-Me Shop (SMS) requisitions is June 30th, 5:00pm**

The SMS requisition must be entered AND approved by this date for the PO to be issued with FY10 funds.

SMS requisitions created but not approved by this date will be canceled and will need to be reentered on or after July 6th.

The eProcurement and Purchasing modules will be unavailable from July 1st through July 3rd.
Summer Construction

Elevator Renovation
1. Normandie East
2. Old University Center
3. Marillac Hall
4. Music Building
5. Mark Twain
6. J. C. Penney

Parking Lot Reconstruction
1. Music Building
2. GSB

Ramping up SSB
Facilities services has begun a construction project for the Social Sciences & Business Building Plaza. The project will construct a new ramp between the Computer Center Building and the SSB Tower to provide an accessible route from the handicapped parking located north of CCB to the base of the Tower. It will also replace the temporary ramp east of the Tower with a permanent ramp. In addition, the project will reconstruct the steps east of the Tower and include the installation of solar-powered light fixtures.

Replacement of the existing temporary ramp and steps will be performed in two phases to allow for uninterrupted pedestrian access between the base of the Tower and the plaza. It is anticipated that the project will be competed by Aug. 7, 2010. Call Tom Royster at ext. 7992 for questions and concerns.

Mail Services Has Moved
Mail Services has moved to 8230 Florissant Rd. (old QT building). This move is one of the steps necessary for Mail Services to become a contract Post Office. The building has easy access for persons with disabilities.

Summer Hours for Aromas and Nosh
Aromas - 8 a.m.-1 p.m./Mon - Fri
Nosh 10 a.m.- 3/p.m. /Mon - Fri
Until school starts then they go back to regular hours.
## Coming Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fourth of July Holiday</td>
<td>July 5</td>
</tr>
<tr>
<td>Deadline for Chancellor’s Award for Staff Excellence</td>
<td>July 15</td>
</tr>
<tr>
<td>Fall Classes Begin</td>
<td>August 23</td>
</tr>
</tbody>
</table>

## Bottom Line

This is my last issue as the editor of the Link as I am retiring in July. I have loved doing this and I hope these articles have been useful & informative. If you are not already, I would encourage you to become active in the staff association.

willsc@umsl.edu

"And what is so rare as a day in June? Then, if ever, come perfect days."
- James Russell Lowell

Have a Great Summer