Greetings All!

Thanks to all those who submitted nominations for Staff Association Council Elections. All open positions have candidates nominated and voting is open from now until May 21. If you have not had an opportunity to place your vote please take a moment and do so. There is also a Staff Association By-Law change to be voted on so make your vote count. A link to the voting page can be found on page 7 of this document.

On May 21, 2010 the Staff Association Council will be hosting an Ice Cream Social and Picnic. All staff members are invited to attend. Special thanks to Chancellor George for providing the funding for this event in appreciation of UMSL staff. Also, thanks to the Appreciation and Membership committees for their work on planning this event. Details of the event can be found on page 9 of this issue of the Link.

Great news! We were able to award John Perry/Staff Association Scholarships to two recipients for the 2010 – 2011 academic year. Congratulations to the recipients!

Thank you for your continued support!

Ken Voss

Million Step Pedometer Program

Sign up for the pedometer program through Healthy for Life by sending a $15 check to Healthy for Life, 205 Heinkel Building, Columbia, MO 65211. Faculty, staff and family members are eligible to join and will receive a log book and odometer. If you already have a pedometer, sign up for FREE! Once you reach a million steps, send in your log to the address above and you’ll get your money back and a T-shirt. (Be sure to include your employee ID.) Receive prizes for every million steps up to 5 million. Congratulations to Faith Lucas who has reached the 5 million mark!
Volunteer of the Month-April

Anu Bhagat worked with the Public Policy Research Center to institute a system for organizing and querying data for a variety of projects. PPRC needed someone with a logical mind and excellent database skills and Anu more than fit that description. Her work has been outstanding and she has fulfilled every expectation that they had!

Riverstar of the Month-March

Good Work Ethic

*Chad Hoffer*
Student Development Coordinator
Center for Student Success

Riverstar of the Month-April

Marvelous Motivator

*Antonio Clay*
Mail Carrier
Business Services

Did You Know?

Did you know group term life insurance coverage in excess of $50,000 is considered additional taxable income by the IRS?

If you choose Life Insurance Plan B, which is equal to two times your base salary, the additional cost will be shared by you and the University. The amount of contribution required will be determined annually by the insurance company. Your contribution will be made on a before-tax basis unless you elect otherwise. According to Internal Revenue Service rules, an employee must recognize the value of group term life insurance coverage in excess of $50,000 as additional taxable income (as calculated using life insurance premium statistics published by the IRS). This income will be reflected on your annual W-2 form.

Source 2010 Benefits Handbook: [http://www.umsystem.edu/ums/departments/hr/benefits/handbooks/](http://www.umsystem.edu/ums/departments/hr/benefits/handbooks/)
Healthy for Life

Stay Strong, Stay Healthy
A ten week strength training program designed for middle-aged and older adults, as well as anyone who is new to strength training. The programs cost $30 and if you attend 9 out of 10 of the classes, you will receive a $10 refund. The pre-assessment is May 20 at 12 noon in JCP 225 and the class will meet every Thursday at noon except for June 17 when there is no class. To sign up or to learn more information about the program, contact Mary Wissmann, MS RD, LD Wissmanm@missouri.edu

For more information visit the Healthy for Life Website at http://www.umsystem.edu/ums/curators/wellness/

To view the UMSL Healthy for Life Newsletter, click the link below. http://www.umsystem.edu/ums/curators/wellness/newsletters/0410NewsletterUMSL.pdf

Meet the Staff Association Council—Amanda La Brier

As Executive Staff Assistant II, Amanda La Brier is involved with the day-to-day operations and personnel issues of the Office of Research Administration. She primarily directs the daily operations and property management of IT Enterprises (ITe), UMSL’s IT and Biotech business incubator. ITe supports innovation in the high-growth fields of information technology and life sciences, by providing the physical, computational, intellectual, and human capital resources required for startup companies to grow. It provides a transition from student to entrepreneur for those in the IT or Life Sciences.

Amanda is active in the Staff Association because she wants to make a difference. “Staff are the backbone of the University,” said Amanda, “When I was asked to join staff council, I was glad to serve and help promote a positive working environment for all staff members.” She believes it is important to represent those individuals who day in and day out support the operations of the University. Amanda is the building representative for Woods Hall and chairperson for the Staff Appreciation Committee.

She was born in Wichita Falls, Texas and came north to attend Jefferson College on a basketball scholarship. Before coming to work at UMSL, she was the Director of Business and Personnel for a law firm in Kirkwood. She received her bachelor’s at UMSL and is currently taking advantage of the reduced tuition for staff and working on her Master’s in Public Policy Administration.

Amanda has two loves—her beagles, Peanut and Robin, and her Suzuki Boulevard C50 motorcycle. In her leisure time, she enjoys all things outdoors; riding the C50, hiking with the dogs, and golf are at the top of the list.
Photo Tips from Augie

Focus on the Future 2010 is slowly becoming a distant memory and yet there is so much someone can learn from just those two days. The last class on the last day was a class given by Augie Jennewein - Walking Photo Class. Augie [August] Jennewein is our campus photographer and is responsible for Eye on UMSL as well as many of the wonderful photographs that come from Creative Services and that have been featured in the Link.

Augie shared with us both tips and inspiration. I’d like to share some of those tips and ideas that hopefully will help you out with your photographs. I know these tips have helped my photography. The greatest idea or concept shared that day was to look at things through a different perspective. Walk across campus and look around for different places. Take a different route and see something new and different. Simple things like these will open up new possibilities.

Try new ways to take pictures, use a tripod or the opposite—go handheld. A great idea is to borrow someone's shoulder, literally. Ask the person in front of you or next to you if you could use their shoulder to take a photo. You need to keep that camera stable and using someone's shoulder helps to brace yourself and stops the camera from moving. Look at a situation and come up with different solutions. One example of this occurred in the quiet room over in the MSC. Instead of the usual family picture, we posed "a family" all in one chair. Also, by shooting at a different angle, it created a whole new look to the picture.

Naturally there was also the discussion of light and how to handle it in different situations. Try taking pictures at different times. If you like taking pictures in the morning, try taking some towards the end of the day. Also, for bright sunny pictures, try using your flash; trick the camera into using the flash to fill the area with light. This especially helps fill in the shadows created by bright light. You can also experiment with the different settings that you find on most digital cameras.

The concept that most moved me was that of "move your feet" or "focus with your feet." Get in close to your subject and don’t be afraid to try something. So get out your cameras and take some pictures.

Debbi Baldini, Associate Dean, Continuing Education, was also in the class and had this to say: “I have always admired Augie’s photos and this class was terrific! During the class Augie shared insight into the ways light can affect photos and he encouraged people in the class to move around and find different perspectives for the photo shot. It was a great experience.”

Submitted by David Gellman
University of Missouri-St. Louis
Information Technology Services
Online Photo Management is Only a Click Away

Now that you are ready to experience and snap more pictures while changing your perspective, what will you do with them? A lot of people take their cameras home and download those photos to the home computer or laptop and that’s where things end. Well, things shouldn’t end there. Like traditional photo albums, online photo albums are giving us the capability of sharing photos with friends, family, whoever we choose. So how do you use these photo galleries online and how do we get started?

As with most things on the web, you might want to take a look at what your options are first. A quick search for "online photo albums" reveals a slew of places. Some are free, but have pay accounts if you need more space or services. Other places such as Kodak Gallery allow you to use their service, but you must make a purchase during the year to maintain your account. For this article, we’ll concentrate on two, for the most part free services, Flickr and Picasa. Flickr is now owned by Yahoo while Picasa is Google’s tool for serving up photos.

Do some research, ask friends, then make a choice and visit that site. The first thing you need is an account to access your gallery and photos. Since Picasa is owned by Google and Flickr by Yahoo, if you have accounts with them you can login and start working, otherwise you will need to open an account. For Flickr, after you have created your Yahoo account, you will need to create your Flickr account. Using your account, log in and start creating. Uploading your photos is easy. Along with uploading your photos, the different services allow you to organize them in different ways. Flickr uses collections, sets, galleries and tags plus a couple of other ways to sort your work. Picasa uses albums, favorites, and tags plus other ways to keep your stuff organized. Explore these sites before uploading. Along with the capacity to upload through the website you can also use software to get your photos uploaded. Both these sites as well as other online galleries offer free software to make your job easier uploading photos. Download one of these tools and use it to create galleries, tag your photos and move them up to your account.

After you upload your photos, you then need to decide whether or not you would like your photos to be available to the public or make them unlisted. You can also add tags to your photos to make them searchable. One other aspect is the capability to set up categories to have family, friends, or other people notified when you upload your photographs. The different sites have different ways, but all allow you to share your pictures. Find the button that says share, then type in the email addresses of folks you want to share with and there you go. Once you start using an online photo album, you can meet other people on that site that have similar interests. You can also make a set of friends and group them together both for organization and communication. These sites are pretty easy to get started with and once you do the sky’s the limit. Give one or two of them a try and see what you can find. Here’s a couple of links to get you started.

Picasa: http://picasa.google.com
Flickr: http://flickr.com
Kodak Gallery: http://www.kodakgallery.com/gallery/welcome.jsp

Submitted by David Gellman
Information Technology Services
Larry Frederick is Lighting the Way

Recently I had the opportunity to interview Larry [Lawrence] Frederick, Associate Vice Chancellor and CIO, Information Technology Services. It was an enlightening experience. Frederick can talk as easily about a 1920’s Edison Record (Vernon Dalhart’s The Wreck of the Shenandoah) as he does about 3D computer technology.

Some of the areas that we discussed were Shared Services and e-learning. Frederick is the UMSL Information Technology functional area coordinator for the Shared Services Initiative.

What is your perspective on Shared Services?
“Shared Services are the future of all state systems and a preliminary step to state Clouds and eventually national Clouds.” Frederick realizes this is a difficult change because “we’re talking about people’s jobs.”

What do you see as the future for e-learning?
Frederick affirmed that e-learning is going to be huge. “E-learning is cost efficient for the university and convenient for the student.” Courses such as biology and chemistry can create virtual laboratories that allow the student to simulate experiments in a 3D-world. He believes that the university must “explore the pedagogy of teaching in a virtual world.”

If money were not an issue, what is the one thing that you would immediately change at UMSL?
“We would all be required to drive Ferraris.”

If money were not an issue, what is the first thing you would change in IT?
“Charging the units” for the IT services. Frederick believes that IT should be spending more time “solving institutional problems” and less time on “fixing the plumbing.”

Larry Frederick holds a Masters in Physics from Florida Atlantic University. His academic work in numerical computation led him to a career in Information Technology (IT). He has worked at Emory University, Vanderbilt University and most recently as CIO at the University of the Pacific in Stockton, CA. His professional interests revolve around leadership, organization, planning, policy, e-learning, and the future of higher education in an electronic world. As a member of the Western Association of Schools and Colleges, Substantive Change Committee, he had a unique opportunity to observe first-hand how IT systems of other universities operate.

An innovator and entrepreneur, Larry has developed computer graphics software and utilities that have been distributed world-wide. Larry has been an international art and antiques dealer and now specializes in collecting and restoring turn of the century technology. He has recently taken to building art lamps. His work is in two galleries and he has participated in several juried shows. He is currently seeking an agent for his first novel. He and his wife, Jane, are the proud parents of two sons. They came to love Saint Louis while putting their oldest son through SLU. This son now works for the Computing Center at Notre Dame and their youngest son is in sales for a leading men’s fashion retailer in Phoenix, AZ.

Photos on this page were taken by Dave Gellman.
Article by Cindy Wills.
Your Mailbox is Over Its Size Limit

Tired of getting those “Your mailbox is over its size limit” messages? You can get ahead of those mailbox size limit messages and reduce the size of your mailbox by archiving items. The AutoArchive feature will move items from their original folder (Inbox, Sent Items, etc.) in Outlook to an archive folder. AutoArchive will move the item when it has passed its aging period. Check or change your AutoArchive settings by following these menu selections: Tools > Options > click the Other tab, and then click AutoArchive. Click the settings that you want, and then click OK. You can also manually archive items by selecting Archive on the File menu.

You can set separate Archive options for each Outlook folder. To do this, right-click on the folder, click Properties and then click the AutoArchive tab.

Your archive folder is a Personal Folder and is not stored on the mail server. “Like all Personal Folders, items in your archive folder cannot be retrieved when you access your mail from the web at outlook.umsl.edu.”

Don’t forget about your Deleted and Sent Mail folder. The items in these folders contribute to the size of your mailbox, so be sure to delete or archive those items on a regular basis as well.

Submitted by Mary Brown
Information Technology Services

Staff Association Council Elections

On April 1, we called for nominations to the UMSL Staff Association Council and University Assembly Committees. The nomination process is complete, and now it’s time for you to vote on your leadership and representation for the coming year.

To review the ballot, please navigate to https://apps.umsl.edu/webapps/ITS/staff_vote/login.cfm. Before you log in, you can review the nominees for each position. In addition, some have provided short biographies you can view by clicking on their names. We hope this information will benefit you in your decision making, especially if you have not yet had the opportunity to meet the candidate in person. When you are ready to vote, you will use your SSO ID and password to sign in to the ballot. Your actual vote will not be linked to your SSO in any way.

The first screen you will be greeted with is the proposed amendment to the bylaws. Once you have voted on the bylaw amendment, you will have the opportunity to vote for your representatives and leadership.

The ballot is open from 8 AM on Monday, May 3, 2010, until 5 PM on Friday, May 21, 2010. Results will be posted shortly after 5 PM on May 21.

If you have any questions, feel free to contact either: Vicki Lock (ext 4508, lockv@umsl.edu) or Jason Bornhop (ext 7212, bornhopj@umsl.edu).
Labor Pains: Why sitting can be hazardous.

If your job requires you to sit in front of a computer for much of the day, sooner or later you will probably experience pain in your back, neck, shoulder, hands, or wrists. Prolonged work in the same position, especially an unnatural position, can cause discomfort or persistent pain in muscles, tendons, and other soft tissues. Muscular discomfort and injury are common complaints for office workers.

In a series of studies, the Medical Research Institute of New Zealand proved that prolonged seated immobility at work is a common risk factor for venous thromboembolism (VTE), a condition where blood clots occur and travel through the veins. This can also happen when a traveler is taking a long airplane trip. When a person sits for hours, blood can pool in the lower leg and form clots. It’s called traveler’s thrombosis, or “economy class syndrome.” If a piece of a clot breaks off, travels through the bloodstream, and lodges in a lung, it can cause a pulmonary embolism. You can avoid or reduce these problems by practicing the following strategies:

Take a Break
- Avoid sitting for a long period of time without a break. Take a 5 minute break every hour—get up and stretch and walk.
- If walking is not an option, then stretch or bounce your legs, wiggle and flex your toes and roll your ankles backward and forward.
- Rather than doing all of your filing at once (which requires you to stand) spread it out through the day so that you have more opportunity for movement.

Sit comfortably
- Set up your workstation to avoid stress on your back by adjusting your chair height so you can reach your computer keyboard without stressing your back or shoulders. Your head should be in line with your body and slightly forward. The top of the monitor should be eye level.
- Use a lumbar support and adjust your chair so your knees are level or a little higher than your hips.
- Remember what your mother told you—sit up straight, don’t hunch over the computer.
- Keep your wrists flat and in a straight line with your forearms.
- Use a footrest. Raising your feet and legs makes sitting more comfortable and helps relieve pressure on the back and legs.

Treat yourself well
- Drink plenty of fluids to prevent dehydration that causes blood vessels to become narrow and blood to thicken.
- Do an overall body stretch, shoulder rolls, and head tilts.
- Exercise to strengthen your upper back and shoulders. Ask a fitness professional for specific exercises to strengthen these areas.
- Contact Linda Gatson and join her Tai Chi Qigong lunch time group.
In recognition of all UM-St. Louis staff members, the UMSL Staff Association and Staff Council Appreciation & Membership committees invite all UMSL staff to attend an Ice Cream Social & Picnic.

Enjoy sandwiches, beverages, ice cream, fun and games! Vegetarian sandwiches and no-sugar-added ice cream treats will also be provided.

Friday, May 21, 2010
11 a.m. to 1:00 p.m.
Alumni Center
7956 Natural Bridge Road

Please stop by for lunch and ice cream compliments of the Staff Association and Chancellor Tom George. NorthStar Ice Cream Novelties provided by:

HAPPY TIME ICE CREAM TRUCKS
Shared Services Initiative

What is shared services?
Shared Services refers to the provision of a service by one part of an organization or group where that service had previously been found in more than one part of the organization or group. More than a year ago, University of Missouri System President Gary Forsee introduced the concept of “shared services,” an organization model that could consolidate similar activities (e.g., back-office administrative functions such as purchasing, benefits administration, billing and other transactional processes) to reduce inefficiencies, duplicative costs and to improve customer service.

Sounds a lot like centralization; what’s the difference?
In shared services like activities are consolidated, however, if implemented properly it actually goes hand-in-hand with decentralization. A partnership is established such that the focus is on continuous improvement of service. Accountability to the internal partner (e.g., department, division, campus, etc.) is demonstrated via metrics, which benchmark the effectiveness of the relationship. Further, both partners have shared governance over the process to ensure the needs of the internal partner are met. By having dedicated management over these transactions it frees up the internal partner at the strategic unit level to focus on their areas of expertise that represent the core missions of the university.

What are examples of shared services?
Two examples are the work the MU Bookstore has achieved by “centralizing” the operations of our four campus bookstores and the collaborative work that our four public radio stations do in looking jointly at services that can be leveraged more efficiently by working together.

Who is leading the new shared services center at the System office?
Gary Allen, vice president for information technology, will lead the creation of a new shared services center at the System office. Betsy Rodriguez, vice president for human resources, and Nikki Krawitz, vice president for finance and administration, will work closely with Gary Allen to ensure that shared governance principles, transparent communications and improved operations from the perspective of internal and external stakeholders are the underpinnings of this transition. The project manager is Paul Toler, director of business services on the MU campus. He is working with colleagues across the four campuses to identify other potential shared services activities that ultimately could fit into this new shared services model.

Who is involved at UMSL?
Location Data Coordinator is Larry Westermeyer, director of institutional research. Functional Data Coordinators are Information Technology, Larry Frederick, associate vice chancellor and CIO, Information Technology Services; Human Resources, Peter Heithaus, director of human resources; and, Finance, Ernest Cornford, director of finance.

Where can I find out more information?
http://www.umsystem.edu/sharedservices/ You will also find at this site a “suggestion box,” which you can use to share your comments or submit questions to the steering committee.
Coming Events

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<th>Event</th>
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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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<tr>
<td>Staff Appreciation</td>
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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

"The world's favorite season is the spring. All things seem possible in May."
- Edwin Way Teale