Sylvia Poe, Assistant Director of Human Resources, retired on April 8, 2011. Sylvia started as a Continuing Education Specialist in the Microcomputer Program in 1996 and transferred to Human Resources in 2004. As Assistant Director of Human Resources, Sylvia was responsible for developing and implementing the computer access program, the HR rounds program, the Human Resources Interdepartmental Partnership, the electronic exit interview form, and the electronic performance appraisal form. Sylvia oversaw the employee of the month program, the Chancellor’s Excellence Awards program, the New Employee Mentoring Program, and the HR website. Sylvia trained new managers on Employee Communication, Employee Motivation, Preparing for Performance Appraisal, and Handling the Performance Appraisal Meeting. Sylvia served on the UMSL Equal Opportunity Advisory Committee, the UMSL Respect Committee, the UM Performance Management Committee, UM Policies Committee, and the UM Recruit Committee. Sylvia also handled recruiting and screening, employee relations, new employee orientation, face-to-face exit interviews, and numerous special projects.

Even more than all of Sylvia’s efforts on behalf of the department, the campus, and the University, we will miss her unfailing good humor, her kindness, and her willingness to do anything for the good of the team. We are grateful that we had the opportunity to know her and to work with her.

Peter Heithaus, Associate Vice Chancellor, Human Resources

CONGRATULATIONS! UMSL ALDP PARTICIPANTS

The University of Missouri’s Administrative Leadership Development Program (ALDP) uses assessment tools, training by internal and external management experts, and interaction with colleagues from across the UM System to develop the leadership qualities of campus leaders who are selected to participate in the program. This year’s initial session was held in Columbia on April 18th, 19th, and 20th.

Congratulations to the following UMSL employees who were chosen to participate in the 2011 ALDP program:

D’Andre Braddix, Assistant to the Vice Provost, Student Affairs
Jessica Chandler, Assistant Director, Athletics
Susan Lee, Associate Director of Development, Corporate/Foundation/Planned Giving
Laura Patterson, Systems Support Analyst-Principal, ITS User Services
Erik Henry-Smetana, Manager of Recruitment, Compensation, Organizational Development, Human Resources
Yolanda Weathersby, Manager, Customer Service, Welcome Center
WELCOME NEW EMPLOYEES

Sanjay Agrawal, Licensing Associate, Research Admin.
Aaron Akins, OSSIII, Continuing Education
Caitlin Downey, Admissions Advisor, Admissions
Kelly Dudley, Research Specialist, MIMH (Springfield, MO)
Katherine Etheridge, Research Specialist, MIMH
Megan Finnegan, Admin Assistant, MIMH
Kathleen Gyngard, OSSIII, Development
Jason Hoeft, Software Supp Analy-Entry, Instruc Comp

Jennifer Hunter, Coord. Prog/Proj Supp, Alumni Activities
Marlie Keller, OSSIII, Coll of Education, Advising
Celeste Marx, Mgr Alumni Activities, Alumni Activities
Megan Powell, Conference Assistant, Cont. Education
Kelsey Proud, Sr. Multi-Media Specialist, KWMU
Scott Simmons, Dir of Develop/Annual Giving, Advancement
Shannon Warren, Credentialing Specialist, Accounting
Linda Watson, Testing Asst, Center for Student Success

PROMOTIONS/TRANSFERS

Jennifer Ballard, Preschool Aide to Daycare Asst, Child Dev
Tracy Carpenter Bond, Temp to Reg Counselor, Multi-Cul Rel
Mark Curry, Admiss Advis to Sr Admiss Adv, Admissions
Veronica Ebert, Admin Aide to Admin Asst, Social Work

Marcia Duitcher, P/T to F/T Sr. Research Specialist, MIMH
Mike Edmonston, Carpenter to P/T Security Guard, Library
Rebecca Walstrom, Coord to P/T Proj Dir, Cont. Educ.
Karen Taylor, Daycare Asst to Coord, Child Devel Center

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for February was Faith Lucas. Faith is a Sr. Accountant in Accounting Services. Faith was chosen for the “Performance Versatility” award. Comments made about Faith included, “Faith always takes the initiative when new problems/duties arise. She is the expert everyone in the office/campus calls upon for any accounting questions.” “Faith has always worked on the Staff Association and has held multiple officer titles.” “When UM System initiated a new vendor request system with little implementation time, Faith took the lead and was the key player in implementing this for St. Louis.”

The UMSL Riverstars Employee of the Month winner for March was Deborah Buyck. Deborah is a Student Development Coordinator in the Center for Student Success. Deborah was chosen for the “Good Work Ethic” award. Comments made about Deborah included, “Deborah has a strong work ethic and is passionate about work with students at the University.” “Deborah is constantly in search of finding new ways to enhance advisement for students. She is responsible for many of our online resources which are beneficial for our students.” “Deborah has volunteered to come in on Saturdays participating in our UMSL Day programs and most recently she attended the Scholars Scholarship program.”

Faith and Deborah received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.

SIGNIFICANT SERVICE MILESTONES FOR FEBRUARY 2011 AND MARCH 2011

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
<th>Name/Department</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ephrem Mehret-AB Andemariam, Internat’l Studies</td>
<td>5</td>
<td>Terrence Moore, Instruc Computing</td>
<td>10</td>
</tr>
<tr>
<td>Sharon Anhalt, IMSELT</td>
<td>5</td>
<td>Christopher Scheetz, Instruc Computing</td>
<td>10</td>
</tr>
<tr>
<td>Sarah Epps, Dean of Arts &amp; Sciences</td>
<td>5</td>
<td>Rita Adkins, MIMH</td>
<td>15</td>
</tr>
<tr>
<td>Laura Ann Hayes, Sociology</td>
<td>5</td>
<td>Steven Miller, Facilities Services</td>
<td>20</td>
</tr>
<tr>
<td>Robert McNair, IMSELT</td>
<td>5</td>
<td>Kenneth Rapsilber, Business Acad Advisors</td>
<td>20</td>
</tr>
<tr>
<td>Jan Mayer, Admissions</td>
<td>5</td>
<td>Charlotte Hitchcock, UA-Administration</td>
<td>25</td>
</tr>
<tr>
<td>Catherine Nkonge, IMSELT</td>
<td>5</td>
<td>Ruby Davis, Custodial Services</td>
<td>30</td>
</tr>
<tr>
<td>Steven Struck, Envir Health &amp; Safety</td>
<td>5</td>
<td>Estella Rash, Univ Child Development</td>
<td>30</td>
</tr>
<tr>
<td>Henry Belton, Custodial Services</td>
<td>10</td>
<td>Gloria Leonard, Business Services</td>
<td>40</td>
</tr>
<tr>
<td>Jerol Enoch, Cont. Educ &amp; Outreach</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
With the increasing cost of gasoline, more employees may be interested in finding alternatives to driving to work. Carpooling is an obvious alternative, which not only reduces the cost of transportation but also protects the environment. One of the most popular carpooling programs in the Saint Louis Metropolitan Area (Missouri and Illinois) is RideFinders. Employees can self-register for a carpool at www.ridefinders.org. Originating and destination information can be entered on the website. Commuters can then use the free ridematching service on this site to link up with other commuters or existing carpools that match their location and work schedule.
UMSL ESTABLISHES NON-SMOKING POLICY

At the University Assembly meeting on November 9, 2010, the following non-smoking policy was approved for the UMSL campus.

Policy: Effective July 1, 2011, the University of Missouri-St. Louis will become completely smoke-free on all campus property, both indoors and outdoors. Campus property includes all owned or leased buildings, parking garages and parking lots; owned or leased vehicles; and owned or leased outdoor grounds and sidewalks. This policy applies to faculty, staff, students, contractor and consultant employees, performers, visitors and the general public.

Exceptions: The policy does not apply to individuals in privately owned or privately leased vehicles with the windows and sunroofs or similar devices in the fully closed position, or to individuals participating in academic research on tobacco-related topics or other such accommodations approved by the Campus Institutional Review Board, provided that the activity is conducted in an appropriately ventilated area. The Chancellor may approve other exceptions to the policy based upon a written request from a senior level administrator.

Smoking Cessation: University Health, Wellness and Counseling Services will work to provide smoking cessation programs for all students, faculty, and staff.

Respect & Responsibility: The success of this policy relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success. All members of the University community share the responsibility of adhering to the nonsmoking policy. They should also bring it to the attention of visitors. Any complaints should be brought to the attention of the appropriate University authorities. If conflicts or problems should arise, environmental health and safety considerations shall prevail.

Human Resources and/or department management should be notified of violations by staff employees. For staff employees, University disciplinary procedures (http://www.umsystem.edu/ums/rules/hrm/hr600/hr601) may be used to enforce the policy. However, violators will first be given an opportunity to enroll in a smoking cessation program. Employees who are enrolled in University benefits may seek help through Coventry’s no-cost QuitNet program at https://axia-cm.quitnet.com/enroll/splash.aspx?cid=90911473-011f-43ee-a5fa-2db2f0fa49a3.

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Erik Smetana, ext. 5381. For questions about benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, work relationships or environment, contact Peter Heithaus, ext. 5809. For additional information, visit our website, www.umsl.edu/services/hrs.