UM Staff Advisory Council was formed to provide two-way communication between staff and the President on pertinent issues. If you have comments or questions about any subject related to UM System staff, please contact one of your Council members. They are there for you!

UM STAFF ADVISORY COUNCIL MEMBERS 1999-2000
Suzanne Schoonover, Chair ......................... 882-7396
Dave Olson, Vice Chair ............................... 882-5894
Katina Volle, Secretary-Treasurer .................. 882-1998
Kelly Abraham ........................................... 882-6585
Rita Besleme ............................................ 882-4591
Lona Bledsoe-Baker .................................. 882-5859
Memoree Bradley ...................................... 882-7989
Dwayne Crandall ...................................... 882-4793
Ken Dunn, Newsletter ................................. 882-6436
Laura Flacks-Narrol .................................. 882-7054
Tami Hoskins .......................................... 882-3006
Jackie Thomas ......................................... 882-9787

UM-SAC members are also available through e-mail at staffadvisorycouncil@umsystem.edu

February Meeting Notes
The February meeting featured a visit with Dr. Ken Hutchinson, Vice President Human Resource Services. Dr. Hutchinson’s presentation dealt with progress on the University of Missouri’s Strategic plan in the area of Human Resources and a proposed offering from the University which would allow employees to shelter additional income from taxes in preparation for retirement. Here is a capsule of Dr. Hutchinson’s remarks:

Dr. Hutchinson was pleased with progress on the University’s Strategic Plan as well as the idea of such an effort. The University operates on a budget of over 1.5 billion dollars annually. Of this about 900 million goes to human resource expenditures. As part of strategic planning Dr. Hutchinson would like to see more, as well as more focused, training. With better trained personnel the University can expect a more productive and effective work force. Compared to the private sector the University is lacking in its personnel training and development efforts. In the private sector two percent of total human resources outlays may be for training and development. At the University it is just one tenth of one percent.

The current effort in this direction is a major enhancement of the Academic Leadership Program. Dr. Stephen Lehmkuhle, Vice President for Academic Affairs has partnered with Dr. Hutchinson as members of the President’s Institute for Academic Leadership. Steve Graham will be the director of the Institute. Mr. Graham’s background is in continuing education in the private sector. Initially the Institute will concentrate on training department chairs. Eventually there will be an equal effort on the staff side. Dr. Hutchinson hopes to see $800,000 – $900,000 earmarked for training. This would be in addition to the $2,000,000 expected to be spent on Administrative Systems Project (ASP) training. As a point of departure the proposed training will be about 1/3 self-initiated and 2/3 directed. Departments which are most responsive will be recognized by some sort of performance management standard. Where departments are non-responsive those in charge should be held accountable.

On compensation Dr. Hutchinson expects staff raises to be in the four percent range this year. A
reexamination of job classifications is currently underway. Before decentralizing (in the eighties) there were approximately twelve titles for all office and technical positions. Now there are over one hundred. If one reads the specifications for these positions many of them are indistinguishable from one another. Human Resources has been examining Administrative and Professional titles, the series viewed as most critical at this time. The goal is to place the various titles in “job families”, e.g., health care professions, human resources, or finance, to make a tighter comparison to salaries in the specific market possible.

In a new development on the retirement planning front Dr. Hutchinson laid out the University’s proposed 401(a) Tax Sheltered Annuity plan. This plan would allow employees who exceed the maximum in the current 403(b) plan to shelter additional retirement income from current federal taxes. The plan would allow employees to put up to 25 percent of their income (or $30,000) per year into the plan. The University awaits approval of this plan from the IRS.

Health Oversight Committee
No report.

Staff Recognition Week
Rita Besleme has booked the University Club for the Staff Recognition Awards Luncheon. The Forum Boulevard Christian Church is reserved for the Storyteller, Trivial Pursuit, and the Picnic rain site. The nomination form for Staff Recognition Awards is attached to this newsletter.

Salary and Wage
Katina Volle shared Vice President Hutchinson’s response to last month’s inquiry as to why some employees are now receiving advancements and pay increases in excess of the $400 average salary increase goal for Fiscal Year 2000. Dr. Hutchinson indicated that in some cases the increases were due to increased responsibilities and additional tasks taken on by employees where the formal upgrade had already been postponed for over a year. He did not feel it appropriate to delay upgrades in these cases further. The other upgraded positions, in Finance and Administration, were title changes received after comparing the positions to the market.

Parking and Transportation
No report.

Some Thank You Notes!
To all of you who generously donated gifts of warm winter clothes for our December clothing drive UM-Staff Advisory Council, Comprehensive Human Services, and Rainbow House would like to say, “Thank you!”

Nikki Krawitz and Bonita Lenger, Co-Chairs of the UM System United Way Campaign, would like to say, “Thank you!” The final 1999 United Way Campaign report has been received and System employees surpassed their goal of $37,000 with contributions totaling $37,204! “We truly appreciate your generosity in supporting the United Way which helps those in our community who are less fortunate. It is such a gratifying feeling to know that we can all come together for such a worthy cause.”

“Again, thanks to those who made a monetary gift, to the Key Persons who volunteered their time in the distribution of contribution cards and promoting United Way, to the Steering Committee for their guidance, and to those who participated in the United Way Day of Caring to better our community.”

March Service Awards
Congratulations to the following UM-System Staff members who have attained these milestones of service!

20 Years of Service
Kathleen Books Rudeen, University Extension
John Collins Hofsess, Accounting
Rhenda R. Roark, Management Information Systems

5 Years of Service
Diana Lee Bird, Faculty and Staff Benefits
Marsha Goldberg, MOREnet
UM System Staff Recognition Awards
Nomination Form

How to Nominate an UM System Staff Member

1. Complete and sign this form.
2. Nominations must be submitted on this form, via hard copy through mail to UM-SAC at Mailroom, 121 University Hall, via e-mail to UM Staff Advisory Council, via the UM-SAC web page.
3. One additional sheet of paper (front and back) will be accepted.
4. Please give specific examples of qualifications that meet the criteria for nomination.
5. Information on this form must be LEGIBLE – printed or typed in order to be considered.
6. Nomination form must be signed by the nominator or by UM-SAC member who receives it electronically.
7. Nomination form must be received by FRIDAY, MARCH 10.
8. Multiple nominations for a nominee will be considered as one nomination.

I wish to nominate: ________________________________

Title of Nominee __________________________ Nominee’s Department __________________________

Award Category (must be nominated in one category only):

_____ Service and Support
_____ Administrative/Professional
_____ Administrator

Years of Service ______
1. **Job Performance**
   Give a few examples of outstanding job performance, work related accomplishments, particular areas in nominee’s job in which he or she excels, or times when nominee has gone above and beyond what is typically required of his or her position.

2. **Human Relations and Interpersonal Skills**
   How well does the nominee relate to others in performing the duties of his or her position? Give examples of how he or she maintains good human relations.

3. **Dependability and Reliability**
   Give examples of how nominee exhibits “dependability” and “reliability” in relation to his or her job.

4. **Leadership**
   What leadership characteristics set the nominee apart from others within his or her role at the University?

5. **Citizenship**
   Give examples of how nominee demonstrates responsibility or contribution to his or her community (social behavior).

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Date Submitted ____________________________

Typed/Printed name of Nominator ____________________________

Nominator’s Signature or Council member’s Signature who collected nomination by e-mail
Happy Birthday March Birthdays!

William F. Arnet, General Counsel's Office 03/13
Ted L. Atwood, Auditing 03/26
Donna L. Barnes, ICS 03/30
Diana Lee Bird, Faculty & Staff Benefits 03/14
Shannon G. Brewer, Telecommunications 03/10
Katharine S. Bunn, General Counsel's Office 03/28
David W. Byland, Business Services 03/25
Benjamin Eugene Colley, MOREnet 03/15
Lois Marie Connor, President's Office 03/07
Sara D. Davis, University Press 03/05
Roxana J. Douglas, Risk & Ins. Mgmt. 03/13
David K. Drum, MOREnet 03/05
Sean Frazier, MOREnet 03/14
Gary L. Harris, Library Systems 03/06
Nancie D. Hawke, General Counsel's Office 03/07
Kennetha K. Jackson, Faculty & Staff Benefits 03/24
Iris Ellen Kanatzar, V. P. Acad. Affairs 03/26
Christopher Kilbride, MOREnet 03/28
Daniel Kenneth Luebbering, Planning & Budget 03/20
David F. Moore, West. Hist. Manuscripts 03/03
Eric W. Nicklas, MOREnet 03/23
Heather M. Reeves, Records Management 03/05
Donald Alvin Rose, Accounting 03/28
David J. Sheahen, Facilities Planning & Dev. 03/24
Leona R. Sheridan, Records Management 03/06
Shannon Spurling, MOREnet 03/09

Extension
Raye Lynn Allen 03/31
Judy Apperson 03/12
Van Harrison Ayers 03/20
Timothy P. Baker 03/15
Lisa Ann Bland 03/14

John Marshall Brumett 03/10
Inge Patricia Carner 03/11
Lucinda Jackson Carr 03/09
Mildred Louise Carter 03/03
Vicki Kay Comman 03/12
Don Ray Day 03/15
Alfred Lee Decker 03/11
Leon G. Devlin 03/16
Susan E. Dillon 03/28
Miranda C. Duncan 03/19
William L. Elder 03/29
Rebecca Ann Fay 03/11
Robert L. Good 03/06
Clara B. Green 03/05
Delia S. Gurnow 03/06
Kevin R. Hansen 03/30
Thomas L. Hansen 03/12
Sherry R. Hensley 03/25
Guadalupe Hernandez 03/07
Ellen J. Herndon 03/23
Joan Turner Hickman 03/10
Sharon L. Hillhouse 03/13
E. Jane Hunter 03/28
Letitia K. Johnson 03/03
Richard S. Kimrey 03/01
Lois M. Laster 03/22
Johnnie Lou Mahan 03/22
Cynthia Martin 03/14
Lori M. Martin 03/16
Vivian Joyce Mason 03/01
Connie Mefford 03/17
Steven T. Meyer 03/24
Roxanne T. Miller 03/15
Margaret L. Moore 03/31
Thomas M. Morrow 03/23
Kimberly A. Naeger 03/16
Elaine M. Palangpoure 03/09
Evelyn Ingrid Ragsdale 03/04
Daniel T. Remley 03/02
Rex E. Ricketts 03/21
Susan L. Russell 03/09
Mary Frances Sheller 03/14
Patricia Norton Smith 03/21
Patricia Ann Spire 03/09
Dawn Marie Sveom King 03/02
Jerry S. Terrill 03/09
John Wesley Tucker 03/10
Celeste J. Vanderbrug 03/03
Kimberly S. Weible 03/25
Vicki D. Willett 03/01
Sharon K. Yandell 03/31
Lynda Ann Zimmerman 03/24
UM System Staff Recognition Awards

Awards are to be given to outstanding UM System staff members. The awards are intended to show appreciation for, and recognition of, individual staff contributions to the University community. One award ($1500 cash award) will be given for the Presidential Award (available to all staff members). Up to three (3) plaques will be given for the Administrator Award (available to employees classified as director or above). Two awards (a $1000 finalist cash award and a $500 semi-finalist cash award) will be given to staff in both the Administrative/Professional and the Service and Support categories.

Generally, all benefit-eligible staff members are eligible for nomination. Those eligible are: Administrator (exempt employees with a position director level and above but below the level of Assistant Vice President); Administrative/Professional (exempt employees below the level of director); and Service and Support (all employees classified as office, technical, service or craft). All staff who do not have a primary title of Professor, Associate Professor or Assistant Professor are eligible for these awards. Professional staff in University Outreach and Extension Regional offices, County offices, and TCRCs are ineligible for this program. Other University employed staff in Regional offices, County offices, and TCRCs are eligible for these awards.

Subcommittees consisting of UM-SAC members and other staff will make the selections. All benefit-eligible staff members may submit nominations. Selection subcommittee members are eligible for nomination only in a category in which they are not involved in the selection process.

* President's Award is a special category in which the top ranked nominations from each category (Administrative/Professional and Service & Support) will be forwarded for this award.

Criteria for Nomination and Selection

Awards will be given to the staff members who best represent the University through a combination of criteria related to performance, leadership, reliability and dependability, along with the ability to relate their work to the mission and goals of the University. Staff may submit more than one nomination, although multiple nominations for the same person will be considered as one. A staff member cannot be a finalist in more than one category.

How to Nominate a UM System Staff Member

Complete and sign the attached form.

Nomination forms will be accepted only if signed by the nominator, or a UM-SAC member who receives a nomination electronically. Send the nominations in an envelope marked "Recognition Awards" to: UM-SAC, Mail Room, 121 University Hall. Nominations also may be sent via electronic mail to UM Staff Advisory Council (staffadvisorycouncil@umsystem.edu), the form may be submitted from the Staff Advisory Council web page, or it may be made by telephoning one of the Staff Advisory Council members listed on the nomination form and verbally responding to the form's information requirements.

Deadline for Nominations: FRIDAY, MARCH 10

For more complete information about the awards, contact any UM-SAC member.