

Winter 1-2011

HR e-Source, Winter 2011

University of Arkansas, Fayetteville. Human Resources Department

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HRe-SOURCE

HR Quarterly Newsletter

Winter 2011

Newsletter for Staff and Faculty at the University of Arkansas

New Look for Human Resources



At the beginning of January, renovations began in Human Resources. The office space is getting new carpet and paint, and a few new offices are being built where modular walls used to stand. All of us in Human Resources are very excited for this change and ask that you please be patient and careful if you stop by to visit our office during this time of construction. The renovations are set to be finished by the end of January. Many people in Human Resources will be changing offices, so make sure to get directions at our reception area if you stop by for a visit.

Make an Impact through Red, White, & True!

As staff and faculty members, we joined the University of Arkansas family for a reason—we believe in the purpose of our university and the promise of our students. Each and every day, our work directly impacts the success of our students and programs. So do our gifts.

This spring, we have the opportunity to join together as a campus community in support of our university. Through Red, White & True, the newly named annual employee giving program launching in April, you can impact the departments, programs, scholarships or other initiatives on campus that matter most to you. The goal is for each one of us to contribute to the success of our university; whether large or small, your gift will make a difference.



To find out more and join in the excitement, read a special message from the inaugural co-chairs: <http://annualfund.uark.edu/facultystaff>.

HUMAN RESOURCES STAFF ADDITIONS



Nathan Smith joined Human Resources as the Computer Support Specialist in December 2010. Before gaining employment at the University of Arkansas, Nathan worked for three years as an Information Systems Manager at Peoples Bank in Oklahoma and he worked for two years as an IBM server specialist at the Bank of Fayetteville. Nathan has also worked at the RFID Research Lab as a Computer Network Specialist and as a part time employee for Human Resources. Nathan attended the Cisco Computer Networking Academy and his area of specialty is computer networking.

Rachel Busch began working as the Human Resource Specialist in the department of Human Resources at the University of Arkansas in January 2011. She is originally from Fort Smith and received a bachelor's degree in business from the University of Arkansas. Rachel has worked in Human Resources for more than a dozen years in a variety of settings, including manufacturing and service industries. As the Human Resource Specialist, she assists applicants, processes I-9 and employment eligibility paperwork, as well as employment verifications, and assists with the RazorTemps, temporary employment service. Having moved with her husband's career over the years, Rachel is happy to be permanently settled in Fayetteville now. She enjoys cooking, reading, hiking, spending time with her family and of course, cheering on those Hogs!



EMPLOYEES OF THE 1st QUARTER

In November, the Staff Senate recognized Employees of the 1st Quarter (July-September) with certificates and a cash award. The winners from the first quarter were (pictured left to right):

- Kim Keeney, fiscal support specialist, Plant Pathology, Technical/Paraprofessional
- Renee Clay, assistant director/WCOB Career Development Center, project/program specialist, Sam M. Walton College of Business, Professional/Non-faculty/Academic
- Sandra Sawyer, administrative specialist II, Global Campus, Secretarial/Clerical
- Vivian Hill, project/program specialist, Sam M. Walton College of Business, Professional/Non-faculty/Administrative



As a new part of our program this year, thanks to the generosity of Intramural/Recreational Sports, each Employee of the Quarter will receive a *complimentary* annual pass to the HPER in recognition of their accomplishments. Thank you IMRS and thank you, outstanding employees!

If there's someone going above and beyond in your area, applications are being taken NOW for Employee of the 2nd quarter until January 18th. Nomination takes only a few minutes, and our nomination form, including more information about the program is available on the Staff Senate website: <http://staffsenate.uark.edu/22.php>. For questions, please contact Kelly Carter at eoq@uark.edu.

Supervisor Development Program Graduates Fall 2010

The Supervisor Development Program is held twice per year, once in the spring and once in the fall. In this 50-hour program, each participant attends a half-day class once a week for 10 weeks in addition to 10 hours of prerequisites. The goal of the SDP is to promote excellence in selecting and managing the University's work force. It is a serious commitment on the part of the participants and their supervisors with payoffs that extend far into their careers by providing them with resources, networking, and skills that enable them to be better supervisors. Congratulations to the Fall 2010 SDP graduates!



Front Row, L to R: Michelle Payne, Kim Gillow, Kathleen Lehman

Middle Row, L to R: Janet Walker, Carol Warriner, Elaine Dong, Felix Bello, Linda George, Marweta Haegele, Eric Specking

Back Row: Karl Krotke, Danny Bowerman, Jennifer Atchley, Kelly Westeen, Reynelda Augustine-Robinson, Aria Andrus

Not pictured: Miran Kang, Melinda Smith, Joda Parent

If you are interested in enrolling in the Spring 2011 session of the Supervisor Development Program, please contact Aria Andrus at amandrus@uark.edu or 575-4432.

Staff Senate Team Awards

Deadline Extended to January 20th!

There's still time to submit an application for the Outstanding Staff Team Award. The team award recognizes performance for the previous calendar year. The outstanding team effort may be a result of a specific project or it may be the performance of the normal duties of an organizational unit. Eligible teams will comprise University of Arkansas, Fayetteville staff employees who are 100 percent appointed and may be classified, non-classified, or a combination of both who have worked together to promote the mission of the university. The Outstanding Staff Team will receive a cash award totaling \$2,500. To fill out an application, visit the Staff Senate Awards website: <http://staffsenate.uark.edu/46.php>. If you have any questions, contact Melynda Hart, Awards Committee chair.

Staff Senate Reaches Endowment Goal for Staff Scholarships

The University of Arkansas Staff Senate Scholarship Fund, a program that began ten years ago, has reached endowment. The Staff Senate voted in June 2008 to move scholarship funds to a future endowed account. The goal was to reach endowment of \$25,000 within five years — a goal achieved two and a half years ahead of schedule on December 9, 2010. The scholarship, originally created to offer one staff scholarship per year, has assisted 44 student staff members with support totaling more than \$15,000. In 2010, eight scholarships and three diversity scholarships were awarded.

By reaching endowment, Staff Senate scholarships can continue in perpetuity.

Currently there are at least three scholarships given each year: the general Staff Senate Scholarship, the Susan Imes Yell Scholarship and the Rick A. Haley Memorial Scholarship. The average annual scholarship is \$500.

Nominations are taken each spring for consideration by the staff senate. All regularly appointed staff members are eligible to apply. Nominees must have been employed by the University of Arkansas for at least one year. For more information and to download a nomination form, please go to our Staff Scholarship Award page.

A Few Facts about Inclement Weather at the University of Arkansas

- **What is defined as inclement weather?**

Inclement weather can include any kind of extreme weather, usually snow or ice, which might create hazardous driving conditions or significantly impair normal operations at the University of Arkansas. Inclement weather also may include severe thunderstorm activity, tornadoes, flooding or other natural perils.



- **How does the University respond to inclement weather?**

The University has a policy on inclement weather, which clearly defines how such declared days impact faculty and staff. The policy can be found at <http://vcfa.uark.edu/Documents/2100.pdf>. Generally, there are three possible responses to incidents of inclement weather:

- ◇ Delayed Opening
- ◇ Early Dismissal
- ◇ Closure of Offices

- **How do I find out if the University delays opening or cancels classes and closes business operations?**

An Inclement Weather Notification channel has been created to inform students, faculty and staff of any changes in university class or work schedules caused by inclement weather. These messages will be sent by phone, email and text message, and members of the campus community can have the same number of phone numbers and email addresses as they have in their RazALERT account.

Enrollment in the Inclement Weather Notification channel is automatic through ISIS and BASIS, however students, faculty and staff can opt out of the channel. To modify an account or opt out of this channel go to <http://razalert.uark.edu/14855.php>.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS:

Certification Program and Study Group

**Did you know that there is a Certification Program for
administrative professionals?**

The International Association of Administrative Professionals (IAAP), the premier association for administrative professionals, offers two professional ratings: Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP). The CPS and CAP exams, Part 1-3, cover Office Systems and Technology, Office Administration, and Management. The CAP exam, Part 4, covers Advanced Organizational Management. The CPS exam is a one day, three-part exam while the CAP exam is a four-part exam taken over a day and a half. Exams are offered every May and November and nearby exam sites are usually Tulsa and Springfield.

In November 2010, two members of the Razorback Chapter of IAAP, Debbie Blume, Arkansas Alumni Association, and Stephanie McGuire sat for the certification exam. Debbie and Stephanie are now Certified Administrative Professionals (CAP). Congratulations to them both!

If you are interested in studying for the certification exam and would like to join a study group, the Razorback Chapter will be forming a group if there is enough interest. The study group will be facilitated by some of the certified members of the Razorback Chapter. If you are interested in a study group or if you have any questions about certification, please contact Sandy Hancock CPS, shancock@uark.edu.

WELCOME NEW HIRES

<u>Name</u>	<u>Hire Date</u>	<u>Budgetary Unit</u>	<u>Title</u>
Melinda Adams	9/27/2010	HIST	Administrative Specialist II
Jake Adams	11/14/2010	PARK	Parking Control Officer
Mehmet Akbudak	12/9/2010	CSES	Post Doctoral Associate
Kamil Boratay Alici	11/11/2010	ELEG	Research Assistant Professor
Lanny Ashlock	9/20/2010	VPAG	Professor
Emilie Ausmus	11/7/2010	ARKU	Special Events Coordinator
Michelle Bachelor	1/3/2011	GRAD	Administrative Specialist I
Will Bailey	11/22/2010	SVCT	Radio Dispatch Operator
Kristina Baker	11/1/2010	CNZE	Institutional Service Asst.
Blake Bard	12/15/2010	UDEV	Major Gift Development Officer
Trevor Bates	9/8/2010	MEEG	Scientific Research Tech
Michael Belcher	9/7/2010	MAIL	Mail Services Assistant
Ronald Bennett	11/1/2010	CNZF	Institutional Service Asst.
Andrew Braham	11/1/2010	CVEG	Assistant Professor
Susan Brouwer	12/1/2010	TAAE	Administrative Specialist II
Charles Brown	1/16/2011	ENGR	Research Associate
Angus Buras	10/3/2010	BLGM	Skilled Tradesman
J. Burris	9/16/2010	UDEV	Major Gift Development Officer
Dayvid Cain	11/16/2010	HOUS	Administrative Specialist I
James Carney	1/1/2011	HIST	Instructor
Senthilkumar Chinnappa-Gounder-P	12/21/2010	WCOB	Research Associate
Jeremy Chism	11/1/2010	CNZB	Institutional Service Asst.
Sara Collie	1/1/2011	SCSW	Instructor
Carolyn Collins	12/13/2010	UDEV	Administrative Specialist III
Lindsey Conaway	9/20/2010	BISC	Research Assistant
Christopher Cooke	10/18/2010	HOUS	Skilled Tradesman
Lathe Corn	12/6/2010	UDEV	Development/Advancement Spec
Sandra Cox	9/27/2010	ISYS	Administrative Specialist II
Martha Criss	9/5/2010	HOUS	Institutional Service Asst.
Chad Crunk	12/13/2010	PUBL	Coord Of Sports Information
Stormy Davis	11/15/2010	UITS	Computer Lab Technician
Adam Davis	10/4/2010	SPSU	Special Events Worker
Judith Degonia	10/11/2010	HOUS	Institutional Service Asst.
Cary Dewey	11/29/2010	VPRS	Administrative Specialist III
John Diamond	9/27/2010	UREL	Assoc V Chan For Advancement
Sharon Douglas	11/1/2010	CNZB	Institutional Service Asst.
Alfred Dowe Jr	12/15/2010	GRAD	Project/Program Specialist
Bradley Edwards	11/1/2010	CPRU	Institutional Service Asst.
Laura Etter	9/13/2010	UDEV	Administrative Specialist III
Debi Ferrier	11/16/2010	HOUS	Administrative Specialist I
Shawn Fields	11/8/2010	CHBC	Master Scientific Res Tech
Vicki French	10/11/2010	CJI	Institutional Assistant
Feng Gao	9/2/2010	CHBC	Research Associate
Dedric Gibbs	9/5/2010	HOUS	Institutional Service Asst.
Kristen Gibson	9/20/2010	FDSC	Post Doctoral Associate
Stephanie Hamblen	9/7/2010	MULN	Library Specialist
Bobby Harris	9/13/2010	UTOM	Project/Program Specialist
Mohamed Ahmed Ali Hassan	9/3/2010	PLPA	Post Doctoral Associate
Jeffery Hobson	11/15/2010	WCOB	Administrative Specialist I
Jacque Hodge-Goff	11/1/2010	SDEV	Academic Counselor
Jolenda Hott	12/1/2010	TREA	Cashier
Donald Houlton	9/16/2010	WAGM	Assistant Coach
Josh Howell	10/4/2010	FBPR	Concessions/Advertising Mngr.

<u>Name</u>	<u>Hire Date</u>	<u>Budgetary Unit</u>	<u>Title</u>
Tatjana Hristovska	11/22/2010	RIRE	Program Associate
Noah Hutchison	11/1/2010	ASCR	Administrative Specialist I
Sadal Hwang	9/8/2010	CSES	Post Doctoral Associate
Lucie Ingram	9/22/2010	SAGC	Dir of Institutional Research
Linda Jackson	11/22/2010	HOUS	Fiscal Support Specialist
Jessica Jensen	10/25/2010	ASCR	Administrative Specialist I
Joshua Jones	11/1/2010	ENTO	Program Associate
James Key Jr	10/1/2010	CSES	Program Assistant
Pamela Kirkpatrick	12/20/2010	ALUM	Administrative Specialist II
Ok Koo	9/30/2010	FDSC	Post Doctoral Associate
Heather Lakey	9/5/2010	HOUS	Institutional Service Asst.
Will Landreth	9/7/2010	ATHL	Project/Program Specialist
Sarah Lewis	12/6/2010	WCOB	Project/Program Manager
Yenhung Lin	9/7/2010	INEG	Post Doctoral Fellow
Kimberly London	10/4/2010	GRAD	Admissions Analyst
Jerome Lopez	9/22/2010	TREA	Administrative Analyst
Penny Lovett	10/7/2010	ARKU	Institutional Service Asst.
Cynthia Lowery	10/11/2010	REGR	Administrative Specialist II
T. Madry	1/3/2011	GRAD	Fiscal Support Specialist
Soumitra Maity	9/17/2010	CHBC	Research Associate
Karla Martin	12/6/2010	BLGM	Athletic Facilities Supervisor
Becky Martin	12/1/2010	GRAD	Administrative Specialist II
Richard Mason	10/11/2010	CSES	Assistant Professor
Willie McAway Jr.	11/1/2010	CNZD	Institutional Service Asst.
Katherine McGraw	10/25/2010	AEAB	Research Program Associate
Karen McSpadden	9/20/2010	DREX	Project/Program Director
Andy McWilliams	9/15/2010	SWRE	Agriculture Lab Technician
Camilla Medders	11/30/2010	UREL	Project/Program Specialist
Ryan Miller	11/1/2010	WCOB	HEI Program Coordinator
Elise Mivumbi	11/1/2010	CNZE	Institutional Service Asst.
Adam Morris	1/1/2011	INEG	Research Associate
Ananda Moscoso Schmitt	12/20/2010	GRAS	Landscape Specialist
Abi Moser	11/15/2010	UITS	Computer Lab Technician
William Nash	10/11/2010	BAEG	Administrative Specialist III
Misty Newcomb	11/15/2010	EDRE	Project/Program Specialist
Trish Nicholson	9/20/2010	CPLP	Administrative Specialist III
Roger Northam	12/6/2010	LAW	Administrative Specialist II
Sam O'Bryant III	1/1/2011	CSPS	Project/Program Specialist
Takuma Ono	8/25/2010	WCOB	Research Associate
G. Osborn	9/1/2010	BAEG	Assoc Professor
Lance Owen	9/1/2010	GRNT	Project/Program Specialist
Michael Phillips	12/19/2010	GRAS	Institutional Service Asst.
Arlene Press	12/6/2010	WCOB	HEI Program Coordinator
Daniel Quinde	11/8/2010	PBSF	HE Public Safety Dispatcher
Molly Rawn	11/15/2010	UDEV	Major Gift Development Officer
Venu Reddyvari Channarayap	9/16/2010	RIRE	Post Doctoral Associate
Lorraine Robert	9/8/2010	OACS	Administrative Specialist I
David Robinson	9/19/2010	TRST	Institutional Bus Driver
Jennifer Robinson	10/25/2010	HKRD	Academic Counselor
Amber Roth	9/27/2010	ASCR	Project/Program Specialist
Delphard Russell	10/15/2010	HORT	Equipment Mechanic
Dianne Saffire	11/8/2010	FDSC	Project/Program Specialist
Chris Sharp	10/27/2010	RPCP	Academic Counselor
Srichaitanya Shivaramaiah	10/4/2010	POSC	Post Doctoral Associate
Katie Simon	11/1/2010	CAST	Research Assistant
Nathan Smith	12/20/2010	HMRS	Computer Support Specialist
Kristy Sorensen	9/13/2010	SPEV	Administrative Supp.Supervisor
Leonard Swopes	9/15/2010	SEST	Agriculture Farm Technician

<u>Name</u>	<u>Hire Date</u>	<u>Budgetary Unit</u>	<u>Title</u>
Doug Talbott Jr	12/6/2010	BCSS	Academic Counselor
Raji Reddy Vanga	9/13/2010	ELEG	Post Doctoral Fellow
Tamie Vaughn	11/16/2010	FYEX	Administrative Specialist III
Padma Viswanathan	1/1/2011	ENGL	Visiting Assistant Professor
Huan Wang	9/9/2010	ELEG	Post Doctoral Fellow
Joshua Weatherford	9/2/2010	SCSW	Administrative Specialist I
Rhonda Webb	12/15/2010	CSES	Laboratory Technician
Patrick Weldon	12/5/2010	PARK	Parking Control Officer
Stanley Williams	1/1/2011	PLRS	Dir Of Administrative Services
Samantha Wilson	11/8/2010	REGR	Registrar's Assistant
Christopher Wimberly	10/4/2010	POSC	Agriculture Farm Technician
Zhiqiang Yang	10/28/2010	CHBC	Research Associate
Reddy Yettella V Ramesh	9/13/2010	FDSC	Post Doctoral Associate
Jeremy Youmans	12/1/2010	TREA	Cashier

RECENT PROMOTIONS, CONGRATULATIONS!

<u>Name</u>	<u>Budgetary Unit</u>	<u>Title</u>
Jessica Bailey	WCOB	Administrative Specialist II
Paul Baldwin	BLGM	Maintenance Assistant
Denise Bignar	BCSS	Academic Counselor
Bob Bledsoe	ARGG	Executive Dir Ark. Garven Gard
Rachel Burton	UDEV	Major Gift Development Officer
Rance Cantrell	ASCR	Administrative Specialist II
Karen Coker	BLGM	Institutional Service Super.
Marta Collier	ELEG	Administrative Supp.Supervisor
Otis Cummings	CUGS	Institutional Service Super.
Kathleen Davidson	ASCR	Project/Program Specialist
Ruth Ann Davis	HOUS	Project/Program Specialist
Kaaron Davis	AFLS	Project/Program Manager
Charles Dwyer	UITS	Project/Program Specialist
Carolyn Eiler	WCOB	Project/Program Specialist
Mike Faupel	WCOB	Sr. Project/Program Director
Scott Fendley	UITS	Project/Program Manager
Daniel Fologea	BISC	Research Assistant Professor
Trevor Francis	FCAC	Project/Program Director
Shelby Goucher	ENTO	Fiscal Support Analyst
Alice Griffin	AFLS	Student Development Specialist
Travis Hefley	CVEG	Administrative Specialist III
Bryan Hembree	VPDV	Research Research Assistant
Kim Hendricks	CJI	Project/Program Manager
Blake Howard	UDEV	Development/Advancement Spec
Daniel Hudson	ENHS	Occupation Safety Coordinator
John Paul Jackson III	UITS	Computer Operator
Camille Johnson	GRAD	Administrative Specialist III
Hannah Johnson	ENGR	Administrative Specialist III
Barbara Lofton	WCOB	Research Associate
Jean Mitchell	REGR	Academic Counselor
Sandy Nieves	BKST	Assoc. Bookstore Manager
Marsha Norvell	VPSA	Asst To The Dean
Diane Ogden	FLAN	Administrative Supp.Supervisor
Carrie Pennington	INEG	Administrative Specialist III
Paras Pradhan	UITS	Systems Analyst
Sergey Prosandeev	PHYS	Research Assoc Professor
Blake Rickman	UDEV	Administrative Supp.Supervisor
German Rodriguez	AEAB	Program Associate
Joy Roelfs	REGR	Administrative Supp.Supervisor
Cheri Rogers	INAD	Assoc Dir of Internal Audits
Kevin Rose	WCOB	Assoc Dir of Executive Educ
Roman Ruiz	SDEV	Academic Counselor
Nick Salonen	UITS	Computer Support Specialist
Anoop Samant	MEEG	Research Assistant Professor
Regina Stephens	BTOF	Administrative Supp.Supervisor
Teresa Trammel	LLIB	Administrative Specialist II
Dennis Whatley	UITS	Systems Analyst
Kelly Whitlow	ARGG	Administrative Specialist III
Joshua Woodhouse	POWR	Third Year Apprentice Tradesman
Chrissy Woodward	ITEC	Security Analyst
David Wright	DRAM	Research Assistant
Leslie Yingling	VPDV	Research Research Assistant
Adam Zorzin	BLGM	Computer Support Specialist

Thank you for reading the Winter edition of the HRe-Source!

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