Letter from the President

Dearest Members,

First, I'd like to say “Hello!” to our new members. ANUW is growing faster than ever, and we have the highest number of members to date at 384. I am so pleased that ANUW is able offer so many Northwestern University women staff members a resource to help them grow professionally and socially. To our long existing members, thank you for the years you have given us, building ANUW and setting the groundwork for what it is today. There is so much more room to grow, and I look forward to shaping ANUW with all of you.

A new cycle in our Mentoring program has kicked off. I hope our new pairs inspire each other to grow professionally for years to come. I thank the Mentoring Committee for all the work they have done to put together yet another robust program.

We have a lot of great events coming up. The Book Club is meeting on March 26 to discuss actress/comedian Amy Poehler's book Yes Please! Then on March 31st and April 2nd, both campuses we are holding the seminar “Being a Powerful Negotiator: How to Know What You Want and Get What You Deserve,” presented by Alecia Wartowski, EdM, JD, Director of Programs, Northwestern University Women's Center. We look forward to seeing you at all future upcoming events.

And finally, I'll leave you all with another one of my favorite quotes.

“I don't want to get to the end of my life and find that I have lived just the length of it. I want to have lived the width of it as well.” -Diane Ackerman

Happy Spring!

Eskedar Yirga Alem, ANUW President
Financial Operations Manager,
Institute for Public Health and Medicine
Fabulation, or the Re-education of Undine by Lynn Nottage, Directed by Jerrell L. Henderson, starred senior Janice Theard, an actress to watch. Her character Undine faces her family and community after a very conscious separation of 14 years. Never intending to go back to Brooklyn, Undine walked away from the working class life in which she grew up, changed her name, and crafted a whole new persona as part of the African-American nouveau riche in Manhattan. When her husband left, taking all their money with him, Undine had no choice but to face her past.

Fun Fact: Theatre major and Film & Media minor Janice Theard starred in a seven-part comic web series called “The Adventures of Grant Man!” in the summer of 2013 for the Office of Undergraduate Research. Janice played a student learning how to write a grant proposal. With advice from Grant Man, her character received money to do an independent research project in Bolivia.
The Office of Work/Life Works for You
Northwestern’s HR department provides an array of resources for employees

by Judith Greifer
School of Communication

Whether you are a faculty, staff or student, you may be juggling the competing demands of your work and personal commitments. The Office of Work/Life Resources offers programs, services and assistance to help manage some of the work/life challenges that present themselves.

Family: Resources for Working Parents and Caregivers
Northwestern recognizes that members of our diverse community have a variety of caregiving needs. To this end, the Office of Work/Life Resources offers a range of resources to help address individual family needs.

For working parents, choosing the best childcare fit for your family can be a key part of the work/life integration puzzle. To support informed decision making, the Work/Life Office offers a broad set of childcare resources via the website, including:

- Childcare resource and referral through Action for Children Illinois.
- Information on local child care centers and community childcare resources.
- Access to in-home care (including pet care and tutoring) through Sittercity.com
- Nanny Share Network to help Northwestern families connect for the purpose of sharing a childcare arrangement.
- Fee Assistance for childcare at designated child care centers.
- Dependent care spending account information to assist with the costs of childcare

Other parenting-related resources include dedicated mothers’ rooms on both the Evanston and Chicago campuses; the Adoption Assistance Reimbursement Program, new as of 1/1/15; and a new mothers’ support group offered through the Women’s Center. Additionally, new and expectant parents are welcome to schedule a meeting with Work/Life director Lori Anne Henderson for more information on childcare and parenting resources for Northwestern employees and students.

To assist with adult caregiving, NU Senior Care Connections provides evaluations, guidance, customized action plans and referrals through the complexities of caring for aging family members and adults with disabilities.

Self: Resources for the Whole Person
As an employer, Northwestern understands that the life matters that affect employees outside the workplace can impact their well-being in the workplace. To further equip employees with tools to help manage the stressors that are part of everyday life, Northwestern offers a faculty/staff assistance program, NU Life Matters. NU Life Matters provides a short term counseling model, as well as online coaching and articles on a broad range of subjects, free of charge to employees and their household members. Workshops on work/life topics are offered through the Office of Work/Life Resources by NU Life Matters on a regular basis; additionally, if a specific school or department wishes to present a workshop to their employees or managers, they can arrange to do so by request.

Work, Time and Community:
Flexible Work Arrangements and Relocation
Northwestern is aware that in today’s world, many individuals are managing the competing demands of work and personal lives. To give employees better control over their time, Northwestern supports alternative work arrangements where possible. Managers and employees who are interested in putting together a flexible work arrangement may contact Lori Anne directly at la-henderson@northwestern.edu or (847) 491-3612.

Finally, to support faculty and staff who are relocating for a career at Northwestern, Work/Life offers a host of relocation resources, from housing, to community, to child care, schools, and financial resources. To arrange a relocation consultation, or with any questions about other resources, please contact the Office of Work/Life Resources. Visit their website at www.northwestern.edu/hr/work-life/.
I met with Joan Slavin, Director of the University Sexual Harassment Prevention Office (USHPO) and Theresa Bratanch, Program Assistant in the office, on a chilly December morning. I always think of their office as a tree house, because it is set up on the second floor of the Rebecca Crown Center’s East Tower and in the fall there is a beautiful tree just outside that fills the windows with its bright red leaves.

This office of two handles a lot. “We investigate and resolve complaints of sexual harassment around the university, except for complaints against undergraduate students, which are handled by the Office of Student Conduct and Conflict Resolution, under the Division of Student Affairs,” began Joan. “We train faculty, staff, graduate students and professional students on harassment prevention. We also work on developing university and practices regarding sexual harassment.”

Additionally Joan has been Northwestern’s Title IX Coordinator for the last couple of years. The duties of Title IX coordinators nationally have greatly increased because of recent changes in the federal legal landscape around Title IX. “The federal government has published a lot of guidance in the last three years, telling universities what they need to be doing to handle complaints of sexual misconduct as well as prevention efforts. It’s become a much more highly regulated area and it’s getting a lot more public attention,” Joan said. “There is an increasing awareness of the problems that exist on all college campuses and the Obama administration has made it a priority issue.”

Joan stated, “We want to make sure we have the best possible policies and practices and ways of handling these matters.” Theresa said that to do this important policy work, collaboration among faculty, staff, students, and community members is key. She made it clear that inclusion is a top priority of this office.

Upper left: Director Joan Slavin
Lower left: Program Assistant Theresa Bratanch
Harassment Prevention Office continued...

Theresa said she and Joan try to provide a space at work where a person can ask about the sensitive topic of sexual harassment. “We attend all the university resource fairs on both campuses because we want to give people a chance to come up to our table and talk to us,” Theresa said. “We have a poster board activity that people can play and it’s great at sparking discussion. People will give me hypotheticals or talk to me about things that they’re wondering. It’s a really great way to break down the barriers and give people information and to let them know they have the opportunity to contact our office any time.”

WHAT HAPPENS WHEN SOMEONE BRINGS A SITUATION TO THE UNIVERSITY SEXUAL HARASSMENT PREVENTION OFFICE

“These are very serious issues, and we try to make people feel comfortable to come in and tell us their story. We figure out what’s happened and what we need to do about it,” Joan said. “If we find that there has been harassment, we do everything that we can to address the situation. We’re open, supportive, and neutral.”

The USHPO website describes what happens when a situation is brought to Joan, but I asked her to walk me through things in her own words. “The process when someone has a complaint is that we schedule a meeting with that person (the complainant). It’s informal. It’s not recorded. We talk about the situation, what the problem is that they’re experiencing, and all the details of the situation.” Joan meets with complainants in her office in Evanston, in an office on the Chicago campus, or at a location of the complainant’s choosing. Regarding meeting with Joan, Theresa added, “It’s very discreet and not obvious why someone is coming in.”

“The next step is gathering other evidence, including talking to any relevant witnesses,” Joan said. “Then I will reach out to the person accused of the possibly inappropriate behavior (the respondent). I hear his or her side of the story.” Joan’s fairness and professionalism come across noticeably. “There are always two sides to a story. Sometimes there are more than two sides to a story.”

Joan continued, “After I’ve gathered all the information, I come to findings of what most likely occurred and whether the University’s Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence has been violated. We may consider other policies as well, like the policy that deals with pornography, the consensual relationships policy, or the civility policy. Northwestern’s policy uses the term ‘sexual misconduct’ broadly. It encompasses sexual harassment and sexual violence. Sexual harassment is a continuum, which can range from an isolated comment about someone’s appearance that’s unwelcome, to sexual violence at the other end of the continuum. There are many things in between.”

Joan informs both the complainant and the respondent in writing of her findings. “If we’ve found that there is a policy violation involving a staff member, I provide the findings to the head of the respondent’s unit and to Human Resources to determine what disciplinary actions might be needed.” Theresa noted, “Northwestern has a policy prohibiting retaliation if someone brings a complaint or participates in an investigation. A respondent is specifically told that they cannot retaliate. If we find retaliation, we’ll take steps to address it.” Joan went on to make an important point. “At Northwestern University, all employees are obligated to report possible sexual misconduct that they learn about.”

EDUCATION AND TRAINING

Human Resources provides discrimination and harassment training for new staff at Northwestern. USHPO offers training programs on sexual harassment for all areas of the university, and can provide training upon request. Joan notes that online training on sexual misconduct is expected to be rolled out in phases starting in the near future. Her goal is for all staff, faculty, and students at the University to complete online harassment prevention training.

Training happens one-on-one as well. “When I interview a respondent, I also take the opportunity to provide some individualized training, regardless of what the finding will be,” Joan noted.

WHAT’S COMING IN THE FUTURE

USHPO and the Division of Student Affairs will be hiring for a new position at the university, Title IX Investigator. The Title IX Investigator will be a full-time employee with expertise in investigations who will assist USHPO and the Office of Student Conduct and Conflict Resolution in investigating sexual misconduct complaints against staff, faculty, and students.

WHAT ACTUALLY HAPPENS HERE AT NU

When I asked about patterns that they see in complaints, Joan mentioned that sometimes situations involving alcohol can lead to behavior that results in sexual harassment complaints.
Ten Misconceptions about Sexual Harassment

Published by Northwestern University’s Office of Sexual Harassment Prevention

1. Only Women Are Harassed And Only Men Are Harassers
Anyone, regardless of gender, can be the victim of harassment or a harasser. Harassment can be between people of the same gender or different genders.

2. The Only Victim Is The Person Directly Harassed
Third parties who witness harassment or are aware of it may also be victims of harassment.

3. Harassment Requires Touching
Sexual harassment does not have to be physical in nature.

4. Harassment Requires Talking
Sexual harassment does not have to be verbal in nature.

5. If It Was A Compliment, It Is Not Harassment
Just because a person intends his or her conduct to be flattering does not mean it is not offensive to others.

6. If I Was Just Joking, It Is Not Harassment
Just because a person intends his or her conduct to be funny does not mean it is not offensive to others.

7. Off-Campus Conduct Cannot Be Sexual Harassment
Inappropriate behavior by one’s colleagues or fellow students can create an uncomfortable work or academic environment, whether it occurs on or off campus.

8. Sexual Harassment Is Motivated By A Desire For Sex
Sexual harassment is often motivated by dominance, power, and bullying.

9. If Someone Is Offended By Something I Say Or Do, They Will Tell Me
Often, people are not comfortable telling someone their behavior or comments are inappropriate or unwelcome.

10. Ignoring Harassment Makes It Go Away
Unfortunately, ignoring harassment usually does not make it go away and it may worsen.

Special thanks to the ANUW Publicity Committee!
Holly Golcher, Judith Greifer, Bethany Katerberg Ekesa, Cindy Waldek, Meghan Whalen
Harassment Prevention Office continued...

Theresa noted, “A misconception is that if misconduct occurs off-campus, there is nothing the University can do. Actually, off-campus events can affect how safe or comfortable a person feels on campus. Our office, as well as the Office of Equal Opportunity and Access and the Office of Student Conduct and Conflict Resolution, can and will respond to reports of off-campus incidents of misconduct.”

What other patterns exist? “Not respecting personal space is something that can lead to complaints,” Joan said. “It can mean different things, but it’s about crossing that professional/personal boundary. It can be in terms of physical space or electronic space.” Joan recommends arm’s length spacing when talking to people, and paying attention to their body language, such as if they are backing away from you.

Theresa said that at resource fairs people ask whether it is appropriate to compliment someone’s personal appearance. Though this behavior may not be harassing, Theresa said that you have to be aware of how the other person perceives it. Joan explained, “You have to really know whether a comment is welcomed by someone, and not just assume that complimenting their appearance is going to be welcomed, especially repeated compliments or talking about the appearance of their body.”

Theresa said that something that surprises people is that harassment can happen indirectly when people overhear something inappropriate, like an insensitive joke at work. Joan said, “Managers need to make a point of setting the tone and maintaining a professional atmosphere.”

WHAT’S THE BOTTOM LINE – HOW CAN WE EACH MAKE NU A BETTER ENVIRONMENT

Joan concluded, “If I have one pointer to give people, it would be: before saying or doing something, ask yourself if you would act that same way if your child, parent, partner, grandmother or you fill in the blank, were watching you?”

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Meet the Staff of NU’s Office of Sexual Harassment Prevention

Before joining Northwestern in the fall of 2008, Director Joan Slavin (pictured left, above) practiced employment law at a large firm in Chicago. There she gained experience in sexual harassment and discrimination law.

Fun Fact: Joan and President Obama were in the same law school class: Harvard, class of ’91. They were in the same first year section, so they had all of their classes together. Joan parents 3 teenagers (!), fosters kittens and enjoys swimming, reading and doing crossword puzzles.

Program Assistant Theresa Bratanch went to the University of Illinois at Chicago and majored in sociology with a minor in women’s and gender studies and earned her Master’s degree in women’s and gender studies from DePaul University.

Fun Fact: Theresa plays drums in a band with her husband and enjoys weight lifting.
Tips for Professional Phone Etiquette

by Holly Golcher
University Services Purchasing Resources

If your job is anything like mine then you spend a lot of your day speaking to others on the phone. Whether it is to those within or outside your company you should always maintain a level of professionalism. Here are a few tips to remember the next time you pick up the phone.

1. **Identify Yourself** - The first thing you should do when calling or answering is to identify yourself and your department. It lets the person on the other end of the phone know exactly who they are speaking with so they do not need to ask those questions later in the conversation. If you are in a new job then try practicing your greeting until you know exactly what you would like to say and how you would like to say it. Likewise, if you answer a call and the person calling does not give their name and where they are calling from, ask. Taking control of the conversation by asking who they are and where they are calling from lets them know you are in control of the conversation and you are professional.

2. **Pen & Paper** - Before picking up the phone, have a pen and paper nearby. This will save you the hassle of trying to remember everything the conversation was about because odds are the minute you hang-up, you could be receiving another incoming call. Taking notes also helps when needing to reference specifics during the conversation and it informs the person that you are speaking to that you are engaged and listening to the conversation.

3. **Smile** - Whether you are calling someone or you are the one answering the call a smile is important. Even though a smile cannot be seen through the phone it can indeed be heard in your voice. Starting the conversation on a positive note will help it to flow more smoothly.

4. **Avoid Eating** - Many sounds carry on the telephone and one to avoid is the sound of chewing. Most of us have experienced someone on the other end of the phone eating and it is distracting and not very professional. If are you in the middle of your lunch you may want to return the call, that way you can be more attentive in the conversation.

5. **Stand Up** - Most of us spend hours of our workday sitting at our desks in front of a computer. To mix things up try standing up on the next phone call you make. Not only will your voice sound stronger but it will also give you a more authoritative tone.

6. **Listen** - Try your best not to interrupt others on the phone. Even if you know the answer to their question, let them complete their question before responding. Also, do not rush the conversation because odds are the person calling you is looking for help and in order to help them in the best way possible you need all of the details from them. Rushing the conversation is not respectful or professional.

7. **Closing the Conversation** - Remember you are on the phone so the other person cannot see you and therefore they may not know when the conversation is over because you cannot wave goodbye and walk away. There are many times when a phone conversation goes silent because neither party knows if the call is ending. Be professional and close the conversation with “thank you,” “have a nice day,” or “is there anything else I can help you with?”

Holly Golcher shows off her excellent phone skills.
Lauren Jones is an Administrative Assistant with the Office for Research Safety and has been a member of ANUW for two years. She's the founder of the ANUW Book Club, which brings together ANUW members from the Evanston and Chicago campuses to read and discuss a different book every two to three months.

What made you want to get involved with ANUW?
When I started my job there were mostly men in my office, so I was looking for a way to meet, network and connect with other women who worked for the university. One of the few women in my office was part of ANUW and told me about the group.

What inspired you to start a book club?
I have always loved to read and the “book clubs” I tried to have with my friends all fell through or everyone else lost interest pretty quickly. I figured starting a book club with ANUW would be a good way to get women with similar interests together and have a nice break from the work day.

How many ANUW members have been involved with the book club?
About 40 ANUW members contacted me with interest. From that list between 4 and 12 of them routinely vote on books or show up to discussions.

How are the books selected?
A few book options are submitted to me from discussion members and then voted on (with an online Survey Monkey poll) by those on the book club listserv.

What's your favorite book you've read so far in book club?
The book I've liked most was *Life after Life* by Kate Atkinson. That's one I mention a lot because it was so interesting and had so many great themes and dealt with a lot of topics.

How can ANUW members get involved?
ANUW members can email me at lauren.jones@northwestern.edu to let me know they are interested and I'll add them to the book club listserv so that they can stay up to date on upcoming books and discussion dates.

The next ANUW Book Club selection is *Yes Please* by Amy Poehler and discussions are scheduled for March 26th. Happy reading!
Meet the ANUW Programming Committee

Sheri Carsello, School of Communication

How would you describe your job at the university?
I am the Senior Research Administrator for the School of Communication. I assist faculty with their grant proposal submissions. I also assist with various post-award administration activities such as effort reporting, rebudgeting, subcontract set-up/modification, and various compliance activities.

What is something special about your department? I work on the School level. I like how varied we are in our school. We have research in hearing and speech disorders, human-computer interaction, social issues surrounding the internet, as well as theater and dance performances.

What do you love about ANUW? It gives women a chance to interact with other women that are in an entirely different field. We most likely would have never run across each other in our day to day activities.

Ellie O’Brien, Feinberg School of Medicine, ANUW Programming Co-Chair

How would you describe your job at the university?
I work as the Innovations Design Engineer for Northwestern Simulation where I work with Feinberg faculty to create novel simulation devices used for medical education and research.

Read any good books lately?
I just finished reading The Silkworm by Robert Galbraith (aka JK Rowling!) and it was so good. Next up – All the Light We Cannot See by Anthony Doerr.

Melissa Lang, Treasury Operations, ANUW Programming Co-Chair

How would you describe your job at the university?
As Manager of Depository Services, I oversee a combined staff of 5 at the Chicago and Evanston campuses. We are responsible for oversight of University-wide bank deposits. We also offer cash services, and a range of depository tools like prepaid Visas as an alternative to cash for reimbursements and image direct depositing as a remote deposit solution. We are a collaborative division that works closely with Accounts Payable, Student Accounts and Accounting Services to provide comprehensive financial services to departments and students.

What are you looking forward to this year with ANUW? I am looking forward to the comradery and the exchange of ideas.

Shayla Thomason, Henry and Leigh Bienen School of Music

How would you describe your job at the university?
I am the Business Coordinator in the Bienen School of Music. I work on a three person team and we handle the business/finance issues for the school. I mainly focus on faculty administration and dabble in some finances as well. I’m very lucky to be part of such a small, close-knit team and to be involved in so many aspects of the school. We’re all very excited about the move in a few months to our beautiful new building!

What are you looking forward to this year with ANUW? I’m really looking forward to the ANUW Book Club! I was so excited to see all of the books our members chose and can’t wait to read all of them (this is also my first book club!). My co-worker and I promised that no matter what books were chosen we would participate together, so we’re really looking forward to meeting more ANUW members while reading some great books!

Additional Programming Committee members:
Elizabeth Lozano, Office for Research, Feinberg
Mary McMahon, Office of Alumni Relations & Development
Carol Rose, Kellogg School of Management
Upcoming Events

March 26, 2015
12:00 PM - 1:00 PM
**ANUW Book Club**
Chicago Campus: Abbott Hall, Women’s Center
Evanston Campus: John Evans Alumni Center, Sun Room

Do you love to read? Want to discuss books with other book lovers? Come to ANUW’s Book Club! We will be discussing *Yes Please!* by Amy Poehler. Bring your thoughts and notes on the book.

March 31, 2015
12:00 PM - 1:00 PM
**Being a Powerful Negotiator: How to Know What You Want and Get What You Deserve**
RSVP at: http://goo.gl/forms/Kasw3j8q7U
Chicago Campus: TBD

Presented by Alecia Wartowski, EdM, JD, Director of Programs, Northwestern University Women’s Center.
Come learn about the consequences of the wage gap, fair negotiation practices, and how to benchmark and target compensation packages. Cookies and lemonade provided. The same content will be presented on both campuses. The PowerPoint presentation will be sent to all ANUW members after the event.

April 2, 2015
12:00 PM - 1:00 PM
**Being a Powerful Negotiator: How to Know What You Want and Get What You Deserve**
RSVP at: http://goo.gl/forms/iQNswMpjtV
Evanston Campus: Norris University Center
Northwestern Room 202, 1999 Campus Dr.

Presented by Alecia Wartowski, EdM, JD, Director of Programs, Northwestern University Women’s Center.
Come learn about the consequences of the wage gap, fair negotiation practices, and how to benchmark and target compensation packages. Cookies and lemonade provided. The same content will be presented on both campuses. The PowerPoint presentation will be sent to all ANUW members after the event.

April 14, 2015
12:00 PM - 1:00 PM
**ANUW Mentoring Program: Mentor Brown Bag**
Evanston Campus: Rebecca Crown Center
Hardin Hall, 633 Clark Street

Exclusive to ANUW Mentoring program members: a lunch and learn information session. Learn about the ANUW Mentoring Program at www.anuw.mentoring.u.northwestern.edu/

May 6, 2015
12:00 PM - 1:00 PM
**“Moving Out of the Overwhelmed”**
Presented by the Women’s Center
Evanston Campus: Women’s Center, 2000 Sheridan Road

In this finale of a three-part series, join the Women’s Center on a discussion based on the theme of Play from Brigid Schulte’s *Overwhelmed: Work, Love and Play When No One Has The Time.* You do not need to have read the book to participate. Attendees are encouraged to bring their own lunch.

May 7, 2015
12:00 PM - 1:00 PM
**“Moving Out of the Overwhelmed”**
Presented by the Women’s Center
Chicago Campus: Abbott Hall, Women’s Center

In this finale of a three-part series, join the Women’s Center on a discussion based on the theme of Play from Brigid Schulte’s *Overwhelmed: Work, Love and Play When No One Has The Time.* You do not need to have read the book to participate. Attendees are encouraged to bring their own lunch.

Save the Dates!

May 12, 2015
**Member Happy Hour**

August 18, 2015
**Wine & Cheese Event**

For event updates, visit northwestern.edu/anuw