

# NUSAC

Northwestern University Staff Advisory Council

Fall 2004

[www.northwestern.edu/nusac](http://www.northwestern.edu/nusac)



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## Message from the Chair

Greetings! As incoming Chair of NUSAC, I would like to introduce myself and share some of the initiatives the Council has identified as priorities for the upcoming year. My name is Rebecca Griffiths and I work on the Evanston campus in the University's main library as the Personnel Specialist.



**Rebecca Griffiths**

We on NUSAC look forward to serving the Northwestern staff and are working hard to create a better working environment for you. The Council is in the process of setting annual priorities and there are several upcoming events and issues under discussion that will make this year an exciting one. This year's list focuses on staff benefits, policies and procedures, and university committees. Benefit initiatives we are working to improve include retirement contributions, portable tuition and tuition maximums, healthcare premiums and co-pays, prescription drug costs, transportation issues, and career planning and advancement. We plan to follow up on recent changes and updates to university policies and are formulating ways to better participate in university wide committees and initiatives. The Council is also organizing a series of brown bag events, and assisting in the coordination of the President's State of the University Address.

This year as the University goes through re-accreditation, the Provost's office has invited NUSAC to meet with the Higher Learning Commission in October to give feedback on issues relating to staff. Representatives from NUSAC will be attending a CIC Big Ten conference with staff organizations from other universities to discuss matters affecting our institutions and how we can approach these issues constructively and in collaboration. In addition, the Council is exploring ways to be more involved in university strategic planning.

Partnering with university organizations and resources to promote change is also a priority this year, and these resources include YOU. NUSAC is committed to fulfilling its mission of "...maintaining a positive work environment for staff and promoting excellence within the University community." The Council communicates with the administration on behalf of the staff and we need your input to be successful in this. Staff plays a vital role in the university system and your participation is essential to fostering change here at the university. We need you to communicate with us. Whether it's sending an email message, talking with one of our NUSAC members listed on the back of this newsletter, or attending any of the events we sponsor, your feedback is important to us. We on NUSAC are excited about furthering these initiatives to enhance the university environment and build a stronger university community.

### NUSAC's Mission Statement

NUSAC is a group of volunteer staff members appointed by the President to represent employee concerns to the University administration. NUSAC solicits input, investigates concerns, and addresses issues with the University administration, formulates recommendations and advises in decision-making processes regarding matters of concern for staff. NUSAC is dedicated to maintaining a positive work environment for staff and promoting excellence within the University community.

## NUSAC and Benefits Team up to Bring You Open Enrollment Brownbags

Once a year, Northwestern staff and faculty can review and change their benefit plans during Open Enrollment. *This year the Open Enrollment period will be from October 25th through November 19th.*

NUSAC is sponsoring an Open Enrollment Brownbag with Tom Evans, Director of Benefits here at the University. Tom will describe the different plans, then answer questions. People will also have the chance to speak one-on-one with a benefits representative.

### **Chicago Campus**

**Monday, November 1st**  
**Noon - 1:30 p.m.**  
**Lowden Hall at the Law School**

### **Evanston Campus**

**Wednesday, November 3rd**  
**Noon - 1:30 p.m.**  
**Norris Center, in the Northwestern Room**

### Farewell to Outgoing NUSAC Members

NUSAC would like to thank the following outgoing Council members for their years of service to staff through their involvement with NUSAC.

**Chris Fabri**  
2002-2004  
Served on Benefits Committee

**Claudia Kunin**  
2003-2005  
Served as Chair; served on Benefits and Human Resources committees

**Valerie Thomas**  
2002-2004  
Served on Human Resources committee

**Susan Whiting**  
2003-2005  
Served on Benefits committee

## Health and Benefits Fair

You know it's autumn when this event rolls around. There will be health and fitness information from over 50 professional groups and services. FREE health and fitness screenings! Speak with healthcare and investment plan representatives about their package plans.

Stop by the NUSAC table and fill out our brief survey to inform NUSAC about issues and concerns on the minds of staff members.

### ***Evanston Campus***

**Tuesday, October 12th**  
**11:00 a.m. - 2:00 p.m.**  
**Norris University Center, 2nd floor**  
**1999 South Campus Drive**

## **Welcome To New Council Members**

These four staff members are starting their first term on NUSAC. If you are interested in joining, please contact any of the council members listed on the back page to get more information.



**Jessica Abrams**  
 Construction Project Manager  
 Facilities Management Operations,  
 Almost 5 years of service at NU.



**Matthew Callahan**  
 Project Coordinator  
 Institute for Health Services  
 Research and Policy Studies,  
 2 years service at NU.



**Marsha Figaro**  
 Assistant to the Chair  
 African American Studies  
 2 years of service at NU.



**Nancy McLaughlin**  
 Center Assistant  
 Dispute Resolution Research  
 Center, Kellogg School of  
 Management  
 9 years of service at NU.

## Revisions to Harassment Policy

The Provost's office recently published the revised version of the university discrimination policy, which makes clear that harassment based on any protected group (e.g. race, color, religion, sex, national origin, sexual orientation, parental status, marital status, age, disability, citizenship or veteran status) is prohibited. The revised policy has expanded to include two additional protected groups – citizenship and parental status. This policy is published in conjunction with the university's policy on sexual harassment.

The University takes issues of discrimination and harassment seriously. Each department has assigned one or more Discrimination and Harassment Prevention Advisors, as well as administrative offices to deal with any issues that may arise in these areas.

For a list of Prevention Advisors, please visit <http://www.northwestern.edu/sexual-harassment/advisers/index.html>. If you need further information or guidance, please contact the following staff: Michael Powell, Director of the Office of Equal Employment Opportunity, Affirmative Action and Labor Relations (discrimination and harassment concerns) <http://www.northwestern.edu/hr/eeo/index.html>, and Marcia Mahoney, Director of the University Sexual Harassment Prevention Office (sexual harassment concerns) <http://www.northwestern.edu/sexual-harassment/>.

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## LOOKING FOR FEEDBACK

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## New Federal Regulations on Over-time

Recent legislation was passed in Congress pertaining to overtime regulations. We understand that this change affected some employees here at the university. If you have any feedback on this topic, please contact NUSAC by e-mail at [nusac@northwestern.edu](mailto:nusac@northwestern.edu).

## GOT NEWS?

**Do you have any topics or questions you want featured in future issues?**

Send your comments, questions or article ideas to [nusac@northwestern.edu](mailto:nusac@northwestern.edu) with "NUSAC NEWS" in the subject line.

Or feel free to contact any of the members of the council to share your thoughts.

## Flu Shots Schedule

This year's flu shots for staff and faculty will cost \$20.00. You must pay for your injection in advance by purchasing a ticket at a specified location on each campus. Present your Wildcard at the time of ticket purchase and bring your ticket to the respective campus shot location for the inoculation.

### Chicago Campus Shot Location

*Abbott Hall, Human Resources Conference Room, 1st Floor*

**Monday, October 11, 10 a.m. - 2 p.m.**

**Wednesday, October 13, Noon - 4 p.m.**

**Thursday, October 14, 10 a.m. - 2 p.m.**

Tickets for flu shots on Chicago campus can be purchased at the Chicago Bursar's Office in Abbott Hall starting on Monday, October 11th.

### Evanston Campus Shot Location

*Norris University Center, Purdue A Room*

**Monday, October 18 Noon - 4 p.m.**

**Tuesday, October 19 Noon - 4 p.m.**

**Wednesday, October 20 Noon - 4 p.m.**

*Norris University Center, Northwestern Room A*

**Monday, October 25 10:30 a.m. - 2:30 p.m.**

**Tuesday, October 26 10:30 a.m. - 2:30 p.m.**

**Wednesday, October 27 10:30 a.m. - 2:30 p.m.**

Tickets for flu shots on Evanston campus can be purchased at the Norris Center Box Office starting on Monday, October 18th.

## Open Meeting For Staff Regarding University Re-Accreditation

Northwestern University is undergoing a re-accreditation process with the Higher Learning Commission (HLC) of the North Central Association of Schools and Colleges. Most of the university's report for the Higher Learning Commission can be found on the web at <http://www.northwestern.edu/provost/accreditation/index.html>.

Open meetings for staff, faculty, undergraduates, graduate and professional students will be held with a team from the HLC on both the Chicago and Evanston campuses between October 10th- 13th.

**The STAFF group meetings with members of the Higher Learning Commission will be MONDAY, OCTOBER 11th.**



The **Evanston Campus** meeting will be from 4:00 – 4:50 pm in the Ohio State Room, Norris University Center



The **Chicago Campus** meeting will take place from 2:00 – 2:50 pm in the Parillo Courtroom, Room 155, Rubloff Building, 375 East Chicago Avenue.

If you wish to attend one of the sessions, you will need the prior approval of your supervisor.

**2004-2005  
NUSAC COUNCIL**

**Rebecca Griffiths- Chair**  
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## Spotlight on Jason Grocholski

Jason Grocholski is the assistant to the Associate Dean for Faculty Affairs in the office of McCormick Administration. It is his third year in this position. Jason works on faculty promotion and tenure



cases, helping to bring together the information that the promotion and tenure committee reviews when voting on cases. He also works on new faculty offers and reappointments. Before coming to McCormick Administration, Jason worked for the Materials Science and Engineering Department as a graduate student recruiter. He studied political science at Michigan State University, and after graduating in 1998 was drawn to Chicago by its vibrant nightlife and endless entertainment. He currently is serving his first year as Vice Chair of NUSAC. Previously he served as Secretary for two years. This is his second term as a member of the Council.

### Why did you join the Council?

I joined the council because I thought that in working with the administration on behalf of the staff I could use my background in political science. I have particularly enjoyed working with the Evanston Parking committee. I have learned an incredible amount about how the University operates. I've learned a lot about staff benefits and the various things that are out there for us. It is a great educational opportunity to learn more about the University as well as to promote changes that will make it better.

### What is it about the parking committee you have enjoyed?

I review the parking citation appeals. I never knew how creative Northwestern students, faculty, and staff could be until I started reading the myriad of reasons for why someone should not have to pay a parking ticket. I'm pretty amazed.

### What do you like most about working at NU?

It makes me feel like I am still in college. It is a relaxed atmosphere, and I get to play all different types of intramural sports.

### How can staff be more involved with NUSAC or with the University?

They can apply for membership to the Council. If they are unhappy with something they should let the administration know. Write them an email, a letter, be proactive. When people convey their ideas and opinions to the administration then the message gets across.

### What would you like to see improved at NU in the next year?

I think that it is important for the University to explore ways to better promote alternative forms of transportation, such as creative rewards for not driving to work. Maybe something like a free SPAC membership if you ride your bike to work. This would really help with the traffic and parking issues. A campus bike messenger service would also be very helpful. I would also like to see the eligibility age of the University matched contribution retirement plan lowered from the current age of 24 to the age of 21. There are a lot of staff employees under the age of 24 that would benefit from the matched contribution retirement plan.

### What are your interests outside the University?

Mountain biking, playing various other intramural sports, mountain biking, tennis, trying new restaurants, mountain biking, and mountain biking. I am always cheering for the Lions, Tigers, Pistons and of course the Spartans! I like sushi and fusion food, but I recently tried out this new French restaurant called LaTache. I am always trying new restaurants because Chicago has so many. My Spartan side brings me up to Michigan every now and again, and of course I always bring my bike.