

# NUSAC

Northwestern University Staff Advisory Council

Fall 2005

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



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Hello again. I am pleased to be back serving the University staff for a second term as the Chair of the Northwestern University Staff Advisory Council (NUSAC). For staff members who are meeting me for the first time, my name is Rebecca Griffiths and I work in the University's Main Library on the Evanston campus. I would like to take a moment and share with you some of NUSAC's successes from the previous year, as well as set the stage for the year to come.



**Rebecca Griffiths**

Last year proved to be very productive. NUSAC shared remarks at the University Forum on Community Values, participated in the University's re-accreditation process, and worked with the University Administration to be involved in the implementation of the Highest Order of Excellence II. NUSAC was also an integral part of the Employee of the Year selection process, the Length of Service Awards Luncheon, and the President's annual State of the University Address.

We anticipate the upcoming year to be an exciting one. Participating on the planning committees for implementation of the Highest Order of Excellence II, working closely with Human Resources on new and alternative options for health care and prescription drugs, and developing new methods of employee appreciation and recognition are some of the major initiatives for NUSAC in the upcoming year.

Strengthening our relationship and collaboration with the Committee on Institutional Cooperation Association of Professional Staff Councils (CIC APSC) is also a priority, as we work to benchmark our initiatives with our peers in the CIC Big Ten, and at the top tiers of higher education. NUSAC will also continue our work to seek equitable retirement and portable tuition for staff, further improve the internal transfer/promotion process, and collaborate with the General Faculty Council. In addition, we would also like to connect with staff groups that represent a particular school or department. We believe these organizations can be a conduit for NUSAC to improve the awareness and communication of staff issues to the administration.

NUSAC looks forward to an engaging and productive year. Please visit the NUSAC web site regularly throughout the year for updates on our progress. This the best way to get up to date information on our initiatives and progress, information about our upcoming brown-bag topics, our university involvement, and other related activities and events in which we may be involved. Please remember that the Council is here to serve the staff and that we value your input and feedback. If you have an ideas, questions, suggestions or concerns, please contact us.

We look forward to continuing to serve staff needs, enhancing your work experience, and building a stronger Northwestern Community.

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

Once a year staff and faculty of Northwestern have the opportunity to review and change their benefit plan elections during Open Enrollment as well as re-enrolling in the FSA account plans. This year Open Enrollment is expected to begin on October 24<sup>th</sup> and close on November 18<sup>th</sup>. Open enrollment information is now available on-line at: <http://www.northwestern.edu/hr/hris/selfservice/faqbensum.html>.

There will be changes in our health care plans including monthly premium rates and co-payments. We encourage staff to review the information before open enrollment to make the coverage choice they need. Benefits are traditionally thought of as health insurance and retirement, but our NU benefits are both varied and complex. NUSAC is sponsoring Open Enrollment Brownbag events on both campuses with Tom Evans, Director of Benefits here at the University.

**Evanston Campus**  
**Tuesday, October 25, 2005**  
**Norris Center, Indiana Room**  
**1999 Campus Drive**  
**Noon - 2:00 p.m.**

**Chicago Campus**  
**Monday, October 31, 2005**  
**Wieboldt Hall Room 203**  
**339 E. Chicago Avenue**  
**Noon - 2:00 p.m.**

Bring your lunch, coffee, tea, water and cookies will be provided. Tom will describe the different plans and changes for 2006 and answer questions. NU Benefit's staff will also be on hand to answer your questions and give an overview of the benefit plans. Benefit's vendors will also be available to answer questions at both sessions.

Human Resources/Benefits will sponsor two additional sessions on Wednesday, November 9<sup>th</sup> (Norris Center, Purdue Room, noon to 2 p.m.) and Friday, November 11<sup>th</sup>, Wieboldt Hall, noon to 2 p.m.).

Using HRIS Self Service, you may view your current benefit plan selections including designated beneficiaries for the life insurance plans and FSA account transactions. HRIS Self Service is accessible at: <https://nuhr.northwestern.edu>.

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### LOOKING FOR FEEDBACK

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- What do think of the new HRIS Self-Service function?
- How is E-recruit working for you or your department?
- What do you think of the new transfer/promotion policy? (which can be found on the Human Resources website at: [www.northwestern.edu/hr/handbook.pdf](http://www.northwestern.edu/hr/handbook.pdf))
- If you could ask President Bienen a question, what would you ask?

**Feedback can be sent to:**

**[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. Their contact info is on the back page.

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- **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, investi- •
- gates 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. •
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## Chicago Parking Expanded

The addition of a new parking garage, called the Erie 2, on the Chicago Campus, creates 967 new parking spaces available for the NU community. The good news is that there are still spaces available. To be eligible for a parking permit faculty, staff, and students must meet the following criteria:

- \*Live more than two miles from the Chicago campus.
- \*Do not have any unpaid/non-appealed University parking violations.
- \*Have departmental approval for parking privileges through their department/school space allocation policies.
- \*At least 50% of the salary paid to the staff or faculty member must come from Northwestern University.

For the types of parking available, policies, fees and latest information see the Chicago Parking Web site:

**[http://www.univsvcs.northwestern.edu/Chicago\\_parking/](http://www.univsvcs.northwestern.edu/Chicago_parking/)**

To apply for parking see the Business Administrator of your department. For staff who need occasional parking there are additional options, please check the NU Parking website for details.

## Changes in Family Status and YOUR health Coverage

Changing from single to family coverage due to a marriage, birth or adoption of a child or a change in a spouse's employment? Or are you an individual changing from family to single coverage? For both types of changes, completed enrollment forms must be submitted within 31 days from the date of the event.

All pertinent details regarding this topic and the forms needed are available on the HR website at: **[www.northwestern.edu/hr/benefits/lifechanges/index.html](http://www.northwestern.edu/hr/benefits/lifechanges/index.html)**

## NU STAFF GROUPS AND NUSAC

NUSAC is trying to reach all department and/or school staff representative bodies that exist at the University. Does your school or department have its own staff association? If so, NUSAC wants to connect with you.

If you know the name and contact person for your school or department, please forward this information to NUSAC by emailing **[nusac@northwestern.edu](mailto:nusac@northwestern.edu)**.

## GIVE RECOGNITION TO SOMEONE DOING A GOOD JOB!

Have you recently experienced a level of service that goes above and beyond the call of duty? Has one of your employees or a colleague taken the initiative to do something exceptional? If so, consider nominating them for a Service Excellence Award. Any member of the University community may nominate an employee for the award. You can download a nomination form at **[www.northwestern.edu/hr/training/servrec.html](http://www.northwestern.edu/hr/training/servrec.html)**

## Did You Know?

- \* The new Staff Handbook has been revised. The new revision can be found at **[www.northwestern.edu/hr/handbook.pdf](http://www.northwestern.edu/hr/handbook.pdf)**
- \* The university offers pre-tax CTA and Metra vouchers for public transportation. Look into public transportation options at the Regional Transportation Authority (RTA) web site at [www.rtachicago.com](http://www.rtachicago.com). You can connect to CTA, Metra, and Pace through this site. Both Northwestern's Chicago and Evanston campuses are conveniently located on the public transit systems of the RTA. Information on how to take advantage of the pre-tax voucher program and enroll can be found online at **<http://www.northwestern.edu/hr/hris/personal/payroll/transit2005.pdf>**.
- \* NUSAC will have their annual meeting with President Bienen in November. If you have an issue you would like us to address with the President, please forward it to: **[nusac@northwestern.edu](mailto:nusac@northwestern.edu)**

**2004-2005**  
**NUSAC COUNCIL**

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## Spotlight on New Council Members

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

Please join us in welcoming the new faces of NUSAC who will be helping build a more positive work environment for staff.



**Deborah Cundiff**

Research Lab Administrator for Division of Hematology/Oncology  
Feinberg School of Medicine,  
17 years of service at NU.



**Sheri Carney**

Coordinator, Medical Faculty Affairs  
The Feinberg School of Medicine,  
2.5 years service at NU.



**Elizabeth Gladic**  
Lead Transaction Processing  
Accounting Services,  
17 years service at NU.



**Virginia Lorenzo**

Research Coordinator  
Biomedical Engineering,  
3 years service at NU.



**Donald Stephani**

Hazardous Waste Technician  
Office of Research Safety,  
8 years service at NU.

## Farewell to Outgoing NUSAC Members

NUSAC would like to thank the following outgoing members for their commitment and service to NU staff through their involvement on the Council.

**SJ Murray**

**Matthew Callahan**

**Karen Koehler-Davis**

**Barbara Reiffman**

**Thomas Sero**

**Angelina Solorio**