

NUSAC

Northwestern University Staff Advisory Council

Spring Issue 2005

www.northwestern.edu/nusac



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Join NUSAC!

All 18 members of NUSAC bring their own experience, talent, and desire to improve the environment for *all staff*. NUSAC members volunteer their time and effort, representing both campuses, various schools and areas, and exempt and non-exempt roles.

To be eligible for NUSAC membership you must :

- *be a regular full or part-time staff member with two years of continuous service
- *be willing to work as part of a team
- *be available to attend monthly general council meetings (alternating between the Chicago and Evanston campuses)
- *be available to attend additional monthly meetings for one of three working sub-committees of Benefits, Communications, or Human Resources.
- *be willing to serve a three-year term, and are eligible to renew to a second three-year term upon vote of the council.
- *have your supervisor's approval. NUSAC is a volunteer organization and your supervisor must agree that you will attend the NUSAC meetings and work on projects on behalf of NUSAC.

For more information, please feel free to send us an email at nusac@northwestern.edu or fill out the application and send it back to the address listed below.

NUSAC MEMBERSHIP APPLICATION

Please print and mail to the address below

Name: _____ Email: _____

Department _____ Campus Address: _____

Campus Phone: _____ Fax: _____ Length of Service: _____

Start date of employment with NU: _____

Please include a brief statement, on a separate sheet of paper, explaining why you wish to serve on NUSAC.

Applicant's Signature: _____

Supervisor's Approval (signature) _____

Please submit your application to: Sara McGilvra
601 University Place
#109
Phone: 1-5322
Fax: 7-2088
s-mcgilvra@northwestern.edu

May Brownbag Events

Getting the Most from YOUR Performance Review!

Paul Corona, Northwestern's Director of Training and Development, will help staff employees develop a better understanding of performance evaluations and how they can be more empowered during the process. This is an informal session designed to be about what's most important to YOU the audience attending.

- * Hear valuable suggestions for what you can do before, during and after your own performance review
- * Get answers to your questions
- * Learn about NU's new Staff Performance Excellence process



Join NUSAC for our second brownbag event this season.
Don't forget to bring your lunch and your questions.
Hope to see you there!

Evanston Campus:

Wednesday- May 18th
Noon - 1:30 p.m.
Northwestern Room
Norris Center

Chicago Campus:

Wednesday-May 25th
Noon -1:30 p.m.
Room RB155
Rubloff Building

State of the University Address 2005

President Henry S. Bienen delivered the annual state of the university address on Thursday, February 17, 2005. Topics included the University's Highest Order of Excellence II, future construction plans for the south campus, the university budget, service excellence award recipients, and students who won competitions and received awards and honors this year. President Bienen recognized two staff members for their dedication and service to the University as they retire, Rebecca Dixon and Jim Elsass. He also praised the success of the Chicago campus KinderCare site, where NU faculty, staff and students, and Faculty Foundation Staff children fill 75% of the facility, as well as the continued success of the Evanston childcare location and NU's partnership with the YMCA.

After concluding his address, the president took questions from the audience on various topics including the implementation plans for the Highest Order of Excellence II, the impact of the new technology systems on the university, the closing of the Lake Shore Center, NU's acquisition of buildings in Evanston, student and faculty minority recruitment, and issues about a career and employment versus liberal arts approach to undergraduate teaching. You can view the President's full address including the question and answer session, online at the president's page. The URL is <http://www.northwestern.edu/president/addresses/>. You should click on video webcast link for the February 17, 2005 date. The full text of the address may also be found on the President's page at <http://www.northwestern.edu/president/addresses/05state.html>.

March Brownbags with Guy Miller Sparks Interest from Staff

Thanks to everyone who attended the NUSAC Brown Bags on "University Policy Updates and YOU." Guy Miller, Associate Vice President of Human Resources (HR) highlighted policy changes in regards to nondiscrimination, smoking, credit union, holiday pay, evaluative authority over relatives, transfer and promotion, and civility in the work place. On the Evanston Campus, over 60 staff members were in attendance as Guy fielded many questions concerning University policy on evaluative authority over relatives and on internal transfer and promotion. On the Chicago Campus, among the 45 staff members in attendance, concerns arose regarding what information the University disperses when an outside entity calls HR to verify employment. All policy updates are included in the newly revised staff handbook, which can be accessed through our website (northwestern.edu/nusac), or directly at www.northwestern.edu/hr/handbook.pdf.

2005 Employee of the Year Luncheon and Awards



Winners of the Employee of the Year 2005-Charlene Thomas, Chicago Campus and Krzysztof Kozubski, Evanston Campus.

115 employees who have worked for the University for 20, 25, 30, 35 and 40 years were recognized at the annual Staff Service Recognition Luncheon held on May 4, 2005 at the Drake Hotel. Honorees were congratulated and personally thanked by President Henry Bienen and Vice President Business & Finance Gene Sunshine for their commitment and service to the university. The Employee of the Year was also announced for both campuses. Congratulations to Krzysztof Kozubski (Evanston campus) and Charlene Thomas (Chicago campus).

EVANSTON Campus 2005 Employee of the Year

KRZYSZTOF KOZUBSKI, Program Assistant in the Weinberg College of Arts & Sciences History Department

"No matter what the query, Krzysztof knows the answer. In my 10 years at Northwestern, I have not met a member of the faculty or staff who is more considerate, reliable, or creative. Krzysztof has changed for the better the nature of every interaction between students and our department. An enormous asset to both our department and the University, he is a star whose presence is a major factor in our success and national visibility – and someone who deserves every recognition the University can give."

CHICAGO Campus 2005 Employee of the Year

CHARLENE THOMAS, Registrar in the School of Continuing Studies

"Charlene provided the leadership to effectively respond to and resolve 20 major changes and issues – in less than 12 months. She was central to the complete restructuring and refocusing of our department – and her commitment to continuous process improvement and student satisfaction is unmatched. Her results and methods fully support the mission of our School and the University. Through leadership, drive, determination, and a "can do" attitude, Charlene embodies the qualities of Employee of the Year."

Congratulations as well to the Employee of the Year Finalists:

Evanston Finalists

Kathleen Daniels from the Weinberg College of Arts & Sciences English Department

Matthew Taylor from the Weinberg College of Arts & Sciences Multimedia Learning Center

Chicago Finalists

Laura Bleiler from Feinberg Publications and Public Relations department

Lynn Chouniard-Rogers from Feinberg Physical Therapy and Human Movement Sciences

2004-2005
NUSAC COUNCIL

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Spotlight on Darlene Peterson



Darlene Peterson is a senior auditor for the University's Auditing Department. She has been working in her current position for four years, and for the University for seven. Her department performs internal audits for all areas of the University. Darlene was attracted to the University setting where she can interact with other people and enjoy extras, such as guest speakers, theatre, and university publications. This is Darlene's fourth year on NUSAC.

What has been your role on NUSAC?

I've worked on all three committees, but currently I am on the Human Resources Committee. I've been the Council's treasurer for the whole time that I've been on NUSAC. Through the meetings of the Big Ten Conferences' Committee on Institutional Cooperation I've particularly enjoyed learning about how Northwestern compares to other universities in regards to staff policies and procedures.

Why did you join NUSAC?

Before NUSAC I was part of a staff strategy steering committee with the former Dean of McCormick that worked toward improving the relationship within the school between faculty, staff, and the administration. I joined NUSAC because I believed that there were ways staff could be valued more. I think our council has some good initiatives and we have brought important staff issues to light. In the time I have been on the Council, I have definitely noticed an improvement in the input staff members have. Our input has been welcomed on various committees planning future initiatives.

What do you want staff to know about NUSAC and how can they be more involved with the University?

I want staff members to know we are here, and if they have any issues, questions, or problems, we are a good place to start. They should make us aware of their concerns because we will listen and represent their concerns to the University. People can be involved with the University by applying to be on the Council, and by just being more involved with those areas of the University that interest them. The more interaction that people have with others in the University, the more they will get out of it.

What do you like to do outside of work?

Outside of work I like to travel, garden, read, and spend time with my grandchildren. My husband and I have traveled all over the world and I love England the most.

GOT NEWS?

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

Send your comments, questions or article ideas to **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.