

NUSAC

Northwestern University Staff Advisory Council

Winter 2006

www.northwestern.edu/nusac



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STATE OF THE UNIVERSITY ADDRESS

with President Henry S. Bienen

Thursday, February 9, 2006

9:00 am

Live Address will be held on Chicago Campus at:

Thorne Auditorium
Arthur Rubloff Building
School of Law
375 E. Chicago Avenue

Public Webcast viewing on Evanston Campus at:

The Forum
McCormick Tribune Center
1870 Campus Drive



A Question & Answer session will immediately follow the address and questions will be taken from both Thorne Auditorium and The Forum.

University community members are encouraged to attend the live address. Those who are unable to attend the live address may submit anonymous questions in advance to nusac@northwestern.edu and NUSAC will pose the question on your behalf. Or you may contact any NUSAC member to convey your question.

Individuals may view the webcast from their computer using Real Player software by going to the University's home page www.northwestern.edu and clicking on the "State of the University" banner in the features section on the right side of the page. To avoid possible technical difficulties on the day of the event, it is strongly recommended that individuals test their Real Player functionality at least 24 hours in advance of the event at www.it.northwestern.edu/webcasting/.

The State of the University Address is sponsored by the Northwestern University Staff Advisory Council (NUSAC) and the Office of the President.

NUSAC and President Bienen Hold Annual Meeting

Each year NUSAC holds a meeting with the University President. On November 8, 2005, NUSAC held its annual meeting with President Henry Bienen to discuss issues that are of concern and importance to the University staff. The President expressed his sincere appreciation for the work of the Council and the input NUSAC gives on University issues. Mr. Bienen also discussed the increase in research dollars received by the university, the release of the Lyrica drug in over 47 countries worldwide, and the issue of rising energy prices and how this will affect the university. NUSAC presented a review of our successes for the past year including our work with Jake Julie on the Highest Order of Excellence 2 (HOE2) planning committees, increased participation on the CIC ASPC committee, the implementation of the number of salary brackets for the PPO plan, the creation of the new workshop series "Managing Your Career", and enhancements to our web site communications and publications efforts. Key topics for discussion with the President this year included staff participation on the Highest Order of Excellence 2 implementation committees, enhancement of existing staff reward and recognition programs, implementation of new staff reward and recognition programs, staff retirement benefits being equitable with faculty, increased staff representation on University Committees, and participation in University strategic planning. NUSAC came away from this meeting with good ideas on the next steps for these initiatives and will spend the upcoming year on furthering these new ideas.

CIC Association of Professional Staff Councils 2005 Annual Meeting

On October 16 and 17, members of NUSAC attended the 4th annual Committee on Institutional Cooperation (CIC) Association of Professional Staff Councils (APSC) conference. The Association of Professional Staff Councils includes representatives from the Staff councils of CIC institutions. This group comes together to discuss best practices as they relate to staff issues, and seek guidance and support on new initiatives that institutions may be undertaking. One major initiative for the APSC this year is seeking official committee recognition by the CIC. In addition, the group is strategizing on how staff can be more involved with university strategic planning, participate on University committees and governing bodies, and examining best practices related to employee benefits, university policies and procedures, and compensation. About the CIC: The CIC is a consortium of 12 research universities, including the 11 members of the Big Ten Conference and the University of Chicago. The mission of the CIC is to advance academic excellence by sharing resources and promoting and coordinating collaborative activities across the member universities. To learn more about the CIC, please visit their web site at www.cic.uiuc.edu.

2006 EMPLOYEE OF THE YEAR NOMINATIONS

DUE BY FEB. 6th

The University is accepting nominations for Employee of the Year Award which recognizes a staff member who has gone above and beyond other employees in commitment and service to the University. Every year one staff member from each campus is selected by a committee that reviews the nominations. Staff who have been employed for at least three years and were not winners in the previous year's program are eligible. Nominations are due by February 6, 2006 -- and forms are available at <http://www.northwestern.edu/hr/training/servrec.html#year>. If you have questions, please contact Kate Lee at leek@northwestern.edu or 847-491-7509.

NUSAC 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 WINTER BROWNBAGS ON INTERNAL TRANSFERS AND eRECRUIT

NUSAC sponsored brown bag sessions this winter about the internal transfer/promotion policy and eRecruit. eRecruit is the new process which allows job applicants to submit applications and resumes on-line. The Chicago campus session was held on January 17th and Evanston campus session on January 24th. Gail Higgins, Human Resources Consultant, and Jenee Roosa, Human Resources Analyst, were the featured speakers. Gail and Jenee spoke about the ways in which eRecruit will improve the hiring and transfer/promotion process, including the ability to send automatic e-mail notifications to applicants regarding the status of their application. The sessions were well attended and staff members asked many interesting questions. Topics of discussion by the staff included: Not hearing back after submitting an application, jobs not posted in advance internally and then made public, what type of consideration are current employees given, and issues regarding contacting references prior to interviews.

As of February 1, 2006 eRecruit will be fully implemented and completely replace the former paper-based process. If you are not familiar with eRecruit, you can access it by signing on to NU HRIS Self-Service <https://nuhr.northwestern.edu/>. You will need to log in with your netID and password. Once you log in, you will see an icon for Job Openings which will lead you into eRecruit. You can view all of the NU open position listings, as well as submit an application and upload your resume.

SERVICE EXCELLENCE AWARD RECEPTION

On January 18, 2006, an appreciation luncheon was held to honor over 50 University staff members from 28 university departments and schools who received Service Excellence Awards. Two staff members received more than one award, Anne Clements from Human Resources and James Jaeger from the Instrument Shop. Staff in attendance had the opportunity to sit with University administrators and members of NUSAC to discuss their experience here at the Northwestern. University President Henry Bienen and Associate VP Human Resources Guy Miller commended the staff members for their commitment to delivering outstanding service in their jobs. The Service Excellence Program is one way to recognize staff members that have gone beyond their regular job responsibilities, to assist a student, faculty or staff member, a customer, or to complete a project or goal. To learn more about the Service Excellence Program, please visit the Human Resources Training and Development web site at www.northwestern.edu/hr/training/.

4th ANNUAL CHICAGO CAMPUS HEALTH AND WELLNESS FAIR

The Fourth Annual Chicago Campus Health and Wellness Fair will be held on Tuesday, January 31st, 2006 from 11:30 a.m. to 1:30 p.m. in the School of Law's Atrium, 375 East Chicago Avenue on the Chicago Campus. This Health and Wellness Fair will feature over 60 campus and community representatives who provide health-related services on the Chicago Campus and within the City of Chicago including representatives from graduate and professional student organizations, Counseling and Psychological Services, University Health Services, the Women's Center, and other University-based resources. For more information please contact Health Education at the Northwestern University Health Service by calling 847.491.2146.

Did You Know?

Instructions and information for employee W-2's can be found on the payroll web site at www.northwestern.edu/hr/hris/personal/index.html under the 2005 W-2 Letter & Instructions Link. If you have any questions about your W-2 please contact the Payroll Office at (847) 491-7362.

Are you sure you have the correct WildCard? Compare your card to the one on the WildCard web site at www.univsvcs.northwestern.edu/WildCard/match.html to be certain it is up to date.

2004-2005
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Spotlight on Clint Phillips



Clint Phillips is a Program Assistant at The Sports and Aquatics Center. He takes care of payroll for SPAC, the Sailing Center and the Beach. Before coming to NU he was a Nuclear and Chemical Expert for the U.S. Army Military Intelligence, a Radar and Radio Technician for the Air Force, and researched prions in a microbiology and genetics lab at UIC. His life change in careers has led him to the field of physical fitness as highly regarded personal-trainer.

What has been your role in NUSAC? This is my third year on NUSAC. In that time, I have served on the communications subcommittee, and the benefits subcommittee. This year I am on the human resources subcommittee. I have also served on two parking committes, and have assisted with the employee of the year selection process and the annual awards banquet.

Why did you join NUSAC? I wanted to get involved. Being on NUSAC has allowed me to make my voice heard by the people who make the big decisions around here. I'd like to think that my participation has made things better for the university staff.

What do you want staff to know about NUSAC and how can staff be more involved with the University? A lot of people complain but do nothing to fix what they are complaining about. If there is some issue that you think should be addressed, you can bring it to NUSAC. If you want to make a big difference, you could consider joining NUSAC.

What would you like to see NUSAC accomplish in the next year? One of the biggest problems I see is lack of convenient, affordable parking. The university administration is working hard to make improvements in this area. I'm sure NUSAC will continue to assist in this area.

What do you like to do outside of work? I run a personal training service. I was named one of the best personal trainers in America by Men's Journal magazine the last two years in a row. I've also done very well in some recent powerlifting competitions.

JOIN NUSAC!

Get Involved! To be eligible for NUSAC membership you must be a regular full or part-time staff member with two years of continuous service, willing to work as part of a team, available to attend monthly general council meetings and additional meetings for one of our working sub-committees, willing to serve a three-year term, and have your supervisor's approval to participate. Learn more about the work of NUSAC by visiting our web site at: www.northwestern.edu/nusac/index.html.