The Northwestern University Staff Advisory Council is pleased to announce:

**State of the University Address**

by University President
Henry S. Bienen

Thursday, March 1, 2007
9:00 a.m.

The McCormick Tribune Forum
1870 Campus Drive
Evanston Campus

Webcast:
Thorne Auditorium
Arthur Rubloff Building
375 East Chicago Avenue
Chicago Campus

A question and answer session will immediately follow. We welcome community members to ask questions at the live address. If you would like to submit a question in advance, please email NUSAC at nusac@northwestern.edu.

We encourage community members to attend the address at one of the designated venues on either campus, however you may also view the web cast from your computer with RealPlayer. To avoid any technical difficulties, we strongly recommend that you download, install, and test RealPlayer 10 at least 24 hours prior to the event. If you have an earlier version of RealPlayer or RealOne installed, we strongly recommend that you uninstall the old version first, then download, install, and test RealPlayer10.
In October 2006, NUSAC and the Benefits Division sponsored brown bag sessions on both campuses to focus on employee health care plans in preparation for changes in the upcoming open enrollment process. These sessions were held on the 24th at Kellogg in Chicago and on the 26th at Medill in Evanston and were well attended, with over 185 attendees between the two campuses.

Guy Miller, Associate Vice President of Human Resources, highlighted the upcoming benefits changes, including the increase in number of coverage tiers, an increase in PPO options, and a decrease in HMO options. He emphasized that this year everyone would be required to choose or waive coverage, even if their coverage was not going to change, and that the open enrollment process would be done online. To help explain all of the changes, participants were informed that extensive written materials had been sent to employees, and multiple information sessions were being held. Tom Evans, Director of Benefits, and representatives from the various health plans were present to pass out information about the plans and to answer questions. Participants asked many questions, from such diverse topics as how to pick your plan or coverage tier; choosing or keeping doctors and specialists; the effect on drug plans; the logistics of the open enrollment process and when it would begin; and where to get help.

The 2006 Committee on Institutional Cooperation (CIC) Association of Professional Staff Councils (APSC) Conference was held October 15th and 16th and was attended by four NUSAC members. The group is sponsored by a consortium of Big Ten universities’ staff councils and meets yearly to share information and best practices. The topics discussed at this year’s meeting were benchmarking, career development ladders for university staff members, performance reviews, rewards and recognition, benefits, and the structure of the CIC. NUSAC believes that the CIC conference is a great opportunity for sharing information and ideas to help foster better working environments for staff in all participating institutions. For more information on the CIC go to: http://www.cic-apsc.wisc.edu/index.htm.

Over 250 staff members responded to the NUSAC survey handed out at the fall health and benefits fair. Staff members were asked to rank seven different workplace topics from most to least important. Below are the results of how respondents ranked the topic areas.

Scholarships offered through University Circle

University Circle offers a limited number of scholarships to qualified university employees working toward a degree or certificate program through the School of Continuing Studies. To learn if you qualify and to submit an application, please visit the University Circle web site at: http://www.northwestern.edu/university-circle/scholarship/index.html.
2006 Service Excellence Awards Luncheon

On January 17, 2007, the annual Service Excellence Awards luncheon was held on the Evanston campus. Sixty-three staff members from twenty-seven departments on both campuses were honored for going “above and beyond the call of duty” and providing exceptional service during the last year (2006). NUSAC Chair Jason Grocholski and Vice Chair Deborah Cundiff, along with University administrators President Henry Bienen, Provost Larry Dumas, Senior Vice President Gene Sunshine and Associate Vice President Guy Miller, attended the luncheon to commend these exceptional employees for their outstanding service and commitment to the University. The Department of Human Resources also took this opportunity to unveil the new Service Excellence Awards they will be implementing in the coming year.

Employee of the Year Nominations

The University is accepting nominations for Employee of the Year to recognize staff members who have 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 are eligible; this means that last year’s finalists are eligible this year too. Nominations are due by February 21, 2007.

Nomination forms are available at http://www.northwestern.edu/hr/training/servrec.html#year. If you have questions, please contact Maudell Lewis at maudell-lewis@northwestern.edu or (847) 491-7509.

NU Partners with Holmes Place for Health Facilities on Chicago Campus

Thanks to a recently negotiated arrangement between the University and Holmes Place Health Club, discounted memberships are available for students, faculty and staff on the Chicago campus. Members will also have the use of the Chicago Park District’s Lake Shore Park Field House and facilities. The membership cost for faculty/staff members and spouses/partners will be only $396 a year. NU will be accepting requests for monthly payroll deductions from NU employees as an alternative to paying for the full year by check. To sign up, complete the Holmes Place waiver found at http://www.univsvcs.northwestern.edu/fitness/masterwaiver.pdf and mail the Holmes Place waiver to them at 355 E. Grand Ave., Chicago, IL 60611 or fax it to (312) 467-1113, and complete the Northwestern Fitness/Recreation Benefits Application found at http://www.univsvcs.northwestern.edu/fitness/application.pdf.

Additional information on the Holmes Place Health Club can be found at http://www.holmesplaceus.com/

WINTER 2007

ENHANCEMENTS TO EMPLOYEE REWARD AND RECOGNITION

NUSAC was proud to work with the Human Resources Training and Development Department on enhancing the service excellence and employee of the year awards. Changes and increases to the awards effective this year are listed below.

Changes to Service Excellence Awards
1st award of year – certificate, lapel pin, mug
2nd award of year – certificate and deluxe writing pad
3rd award of year – certificate and fleece jacket
4th award of year – certificate and briefcase/carrying bag
5th award of year – certificate and $100 gift certificate from a store or restaurant of the honoree’s choice

All awardees are invited to lunch with the university president and the senior vice-president.

Increases to Employee of the Year Award
Winners (1 on each campus) receive either a $2,000 savings bond or $1,000 in cash (taxable). It will be announced at the luncheon as their choice – plus plaque, flowers, photograph with President and Senior Vice President.

Finalists (2 on each campus) receive either a $500 savings bond or $300 in cash (taxable); it will be announced at the luncheon as their choice – plus plaque, flowers, photograph with President and Senior Vice President.

CURIOUS to know how Open Enrollment went? So are we.

Watch for NUSAC’s upcoming survey on the new health benefit options and open enrollment.

Check out NUSAC’s updated web site at www.northwestern.edu/nusac/
Jessica started at Northwestern in the fall of 1999 as a Construction Project Manager in Facilities Management Operations. She is assigned to small- and medium-sized construction projects including seeing them through from programming (finding out what the requestor really wants) to planning the job; and from hiring the contractors to seeing the work through to completion (making sure work is finished and completing the paperwork). She works several projects simultaneously -- her days are always busy and it is not unusual to put in long hours, but she is never bored. Before coming to Northwestern, most of her work experience was in corporate interior design firms and non-profit institutions. She feels that working at Northwestern is a privilege and an honor.

What has been your role on NUSAC?
My role is to attend meetings, listen and (try to) make helpful suggestions. This is my last year of a three year term. I have been the secretary (keeping meeting minutes) for the last two years of my term. NUSAC members also attend NUSAC subcommittee meetings and I have been on the Benefits and Communications Subcommittees.

Why did you join NUSAC?
I joined NUSAC out of curiosity. It was a way to become more knowledgeable about the campus community and it has been rewarding. I have met and spoken to many fellow employees from other schools that I would not otherwise have met and I have learned a lot from attending meetings where [Human Resources senior staff] Guy Miller and Tom Evans were presenting changes to health care benefits and recapping various changes to HR. NUSAC also has an annual meeting with President Bienen. It has been rewarding to attend these events and I would not have otherwise been present at any of them.

How can staff become more involved in University issues?
Join NUSAC or other NU-sponsored groups. Attend brown bags and town hall meetings. Don't be shy about showing up. I joined NUSAC partly to feel less isolated from campus (Facilities is located off the main Evanston campus) and I discovered that many other staff members also felt this way. NUSAC is open to all staff employees and everyone is welcome.

What would you like to see NUSAC accomplish in the next few years?
I’d like to see improvements in recognizing and rewarding hardworking employees. At a mini-survey that we asked employees to fill out at the Evanston Health & Benefits fair, after ‘healthcare,’ the item rated as being most important to the 265 employees who filled out the survey was ‘job satisfaction.’ We need to create more ways to show employees that they are valued and that their efforts are appreciated.

What do you enjoy doing outside of work?
Being with my husband, Fred, and daughter, Lucy. Travel, working out, cooking, listening to music and reading would pretty much be it. This may not seem all that exciting but I enjoy my limited free time very much!