Message from the Chair of NUSAC

Do you know what NUSAC is? If you’re reading this, you probably have some idea. But do you really know why NUSAC exists and what we can do for you? As we begin a new academic year, with a new university president, I thought it might be useful to remind you about all the activities that we plan or co-sponsor every year; how we advocate for you; the Northwestern staff; and how you can more actively participate in university life.

Each year we co-sponsor the president’s State of the University Address. This event is an opportunity for all Northwestern employees to hear the president talk about the highlights of the previous year and to ask the president and his senior administrators questions. We contribute to the Coffee Break on Martin Luther King, Jr. day. Twice a year we sponsor Brown Bags: one-hour presentations on both campuses on a variety of topics, from the state of the economy to professional development to ways to reduce stress. We try to pick topics that will appeal to many and we are always open to suggestions. In the spring, we assist in the selection process for Employee of the Year and co-sponsor the Length of Service Awards Luncheon. In addition, throughout the year we coordinate with other university organizations to provide staff with philanthropic opportunities to give back to the community.

NUSAC’s focus is to be an advocate for staff. We meet regularly with senior administration to discuss issues of concern to staff – including professional development, compensation, equity of benefits, job opportunities and promotions – and to find fair solutions. How do we know what these issues are? You tell us by sending us e-mail (nusac@northwestern.edu), or by talking to anyone on the Council (see roster on back page) or at attendance at any of our events. You can even be a guest at one of our monthly meetings: Contact me or our secretary (Anita Chase) to get on our meeting agenda. And the best participation of all – apply to be a member of the Council! Applications are accepted every May for open spots on NUSAC. Check out our website for more information about who we are and what we do. Make it a bookmark: www.northwestern.edu/nusac.

Now that you really know about NUSAC, join us, and together we will do our best, every year, to make Northwestern one of the best places to work.

Lynn Steiner
Chair
When did you start at Northwestern? Describe a typical day: I started at Northwestern August 3, 1992 as an Accounting Clerk, then moved up to a Research Secretary position for a while, and then was promoted into the Business Administrator position; all within the electrical engineering and computer science (EECS) department. As for a typical day, I can’t say that I have ever had a typical day at Northwestern. I’ve always lived by the thought that I can’t plan my calendar and my “to-do” lists until the day arrives. Then it starts off in its own direction and it keeps going.

What do you like best about your job? I enjoy the interaction that my position allows me to have with the entire faculty, students and staff within my own department in particular. EECS has a tremendous group of faculty that conducts outstanding research. Many of our junior faculty members have received CAREER awards. EECS is fortunate to have an outstanding chairman, Dr. Alok Choudhary. He is passionate about his research, but is even more passionate about providing top notch leadership for EECS. You can’t help being proud to work with such an esteemed group of faculty. The other aspects that I like about my job are the interactions that I have with colleagues outside of EECS. It’s through these interactions that each of us accomplishes our goals each day. All of us contribute to the success of Northwestern. I enjoy and value being a part of that.

Why do you think Northwestern is a good place to work? For me personally, I think NU is a great place to work because of what it represents, research and education. Some of the research being conducted is life-saving research; other research makes our life easier and function better. It’s endless. You see faculty working day and night to get results on their projects. NU is also a great place due to its diversity. So many cultures are brought together to form one community.

How have you taken advantage of any NU resources? I attended a lot of the productions that NU offers; the plays are outstanding. My favorite event that I attended at NU was the inauguration for President Bienen. The presentation, the activities, and the ceremony were outstanding. I was so proud to be part of Northwestern during this event. I had never attended an event like that before. Every part of it was so well done.

What do you think would benefit staff either in your school or university-wide? Training is always at the top of the list. Systems and processes are always changing. Therefore take part in as much training as possible. Most times we forget about how big Northwestern is so having the same processes across two campuses is nearly impossible. However, there is always someone at NU dealing with the same task or issues that you might have, so pick up the phone, or email your colleagues and seek advice. We’re our best resource.

What is one of the most challenging situations you have faced and how did you overcome it? It was very difficult to deal with the death of a staff member. This was hard on every level. It was unexpected and sudden so it was almost impossible for everyone to focus. We contacted Perspectives* and had a great counselor come in and meet with the department. It was something that we all needed to get through; all the emotions. It’s times like these when you really see everyone pull together and the “NU family” comes out.

Has anyone here been especially beneficial to you as a mentor, an inspiration, or a colleague? How? I was so fortunate when I started in McCormick because Joann Mete was here. She took so much of her time to show me how to do things, what forms were used for what, and where things needed to go that I think she got tired of me bothering her. I started before CUFS was around so everything was on paper. I think I lived in her office when I first started at Northwestern. She was my trainer and became my mentor for all the years that she and I worked together. I wouldn’t be where I am today if not for Joann and her guidance and encouragement.

Do you have a motto or words of inspiration for the Northwestern Community? Share ideas, be proud of the work that you do. Work hard today…worry about tomorrow, tomorrow!

When you are not at the University, what do you do for fun and relaxation (hobbies, etc)? I enjoy the theater and going to the movies.

Where do you like to go with your co-workers to lunch? I usually bring my lunch and spend my hour working and eating. It’s a time for me to tackle the little/quick jobs during my lunch. But I don’t recommend this for everyone!

If you know an “unsung” staff member that you think deserves recognition, please send us contact information at: nusac@northwestern.edu to nominate them for an interview.

*Dedicated to helping employees embrace the power of positive change and create a healthy work environment in which employees can thrive. For more information visit: www.northwestern.edu/hr/benefits/plans/fsap/
The Inauguration of President Morton Schapiro

It was a bright and shining moment for the history of Northwestern on Friday October 9, 2009, when Morton Schapiro was inaugurated as the university’s 16th president. The night before the inauguration, there was a concert aptly named Celebrate Northwestern featuring the Northwestern University Wildcat Marching Band.

Friday’s festivities began with two academic symposia: 1) The Economics of Higher Education, moderated by President Schapiro and 2) Issues Related to Energy and Sustainability, moderated by Kelly O’Donnell, Capitol Hill correspondent for NBC News and Northwestern alum. The inauguration ceremony originally planned for Deering Meadow had to be moved inside to the Henry Crown Sports Pavilion due to inclement weather. The weather did not dampen the spirits of those in attendance who heard inspiring speeches by Thomas Friedman, noted author and columnist for The New York Times, and the address by President Schapiro among other university dignitaries.

In the evening the inauguration concert featured Grammy Award-winning artist John Legend. On Saturday, Northwestern’s Wildcats had a victory over Miami University and at halftime four teams of Northwestern students representing each undergraduate class participated in the Schapiro Challenge relay race officiated by President Schapiro.

A new era has begun and as Thomas Friedman shared in his speech “Northwestern is in for a real treat with Morton Schapiro as its president!”

NUSAC Member Awarded Weinberg Community Excellence Award

“NUSAC Gives Back” gave back in a very special way on Wednesday, October 14, 2009, when Natasha Dennison of Weinberg College of Arts and Sciences (WCAS) was awarded one of two Community Excellence Awards at the annual WCAS Staff Appreciation Luncheon. In the nomination submitted, Tasha was cited for her deep passion and enthusiasm about the NUSAC Gives Back activities. Currently Tasha serves as the chair of the NUSAC outreach committee. We extend our warmest congratulations to Tasha!

NUSAC Members Meet with President

NUSAC members met with President Morton Schapiro at our November meeting. Remember: NUSAC General Council meetings are typically held on the first Wednesday of each month during regular business hours. The meetings alternate between the Chicago and Evanston campuses. If you would like to make a suggestion for our agenda, or would like to attend a meeting, please contact the council at nusac@northwestern.edu or the council chair, Lynn Steiner, (lynn-steiner@northwestern.edu) in advance. All NUSAC meetings are open to staff as long as the council chair is given advance notice of planned attendance.
NUSAC Gives Back

In the spirit of the holiday season, the Feinberg Staff Relations Committee (FSRC) and NUSAC teamed up this year and invited the Northwestern community to GIVE THE GIFT OF GIVING for 2009. On the Chicago campus, the Chicago-based organizations included: Heartland Alliance, Project Angel Tree, and Inspiration Corporation. On the Evanston campus, the recipients were Evanston-based Family Focus Our Place and The Rice Child + Family Center.

The response from the Northwestern Community was tremendous! An additional organization, Grant A Wish, had to be added after all of the requests from the Chicago-based charities were filled. The true spirit of the holiday season is felt through joy, giving and hope. Members of the Northwestern Community provided just that through their thoughtfulness and charitable giving. Over 350 local children and adults received gifts through this event! Thank you, Northwestern!

Staff and Faculty Generosity Warms Up the Holidays!

The NUSAC Outreach Committee and the Feinberg Staff Relations Committee would like to thank everyone who contributed so generously to the fall 2009 coat drive. The excitement and energy from those of you who donated were wonderful!

Your donated coats are greatly appreciated by children, adolescents, and adults throughout the Evanston and Chicago communities. We can proudly say that you contributed to making the winter season a little warmer for many residents. The NU Evanston community donated 229 coats and various other items to Family Focus and the NU Chicago community donated 12 large moving boxes of winter outerwear to the Heartland Alliance.

We appreciate all that you do to make Northwestern University a positive, active part of our communities. Once again, many thanks to the Northwestern Evanston and Chicago communities from NUSAC.

Upcoming HR Workshops

**Grace Under Pressure**
January 14th or February 23rd (one half day)
[www.northwestern.edu/hr/training/workplace.html#grace](http://www.northwestern.edu/hr/training/workplace.html#grace)

Deal with stressful situations with composure and a clear mind after you take this exciting, interactive workshop. Watch actors demonstrate how easily we can become reactive in work-related circumstances – and how easily we can quell our emotions to remain calm, open, and effective. This workshop focuses on the physiological effects of pressure and stress.

**Advanced Communication Skills**
January 21st and 28th (two full days)
[www.northwestern.edu/hr/training/workplace.html#communication](http://www.northwestern.edu/hr/training/workplace.html#communication)

Once you have a handle on the physical effects of high stakes situations, Advanced Communication Skills can help you speak calmly and persuasively, and move you toward your desired outcomes. Start communicating more effectively and solve more problems after this is a practical and influential workshop.
New NUSAC Members First Term 2009-12

Joe Ellison
Document Delivery and Digital Initiatives Assistant, Transportation Library
Northwestern University Library
Evanston campus

Susan Black
Program Assistant 2, Program in Biological Sciences
Weinberg College of Arts and Sciences
Evanston campus

Bianca Ramirez
Asst. Director, International and Area Studies
Weinberg College of Arts and Sciences
Evanston campus

Sara Schapmann
Marketing and Communications Manager
University Services
Evanston campus

Erinn Odell
Coordinator of Payroll and Financial Services
Feinberg School of Medicine
Chicago campus

WELCOME, NEW MEMBERS!

Employee of the Year Nominations Now Open

If you have a colleague who consistently goes the extra mile, consider submitting a nomination on his or her behalf. Starting Monday, November 16, 2009 The Office of Human Resources will be accepting nominations for the NU Employee of the Year Awards. Each year, one staff member from the Chicago campus and one from the Evanston campus (including Doha programs) is recognized for their outstanding contributions.

Who’s Eligible?
All staff who have been employed for a minimum of three years and have not received an award previously. Last year’s finalists are eligible.

Nominations are due by February 19, 2010. Additional information is available at:
www.northwestern.edu/hr/training/servrec.html#year

For specific questions, contact Maudell Gaines at maudell-gaines@northwestern.edu or 1-7509.
Kronos Time Entry System to Replace ETES

The University is implementing a new time entry system, Kronos, which will replace ETES. Kronos will be used by all employees who currently use ETES, which includes temporary and regular biweekly staff employees, as well as their supervisors.

A Pilot Group started using Kronos on September 20th, and starting November 1st additional groups of employees will be rolled into the new system.

As part of the rollout process for Kronos, temporary employees will have their pay period merged with that of the biweekly staff, so they will have the same pay period going forward. In order to do so, when the temporary employees are scheduled to begin using Kronos they will enter one week in ETES followed by two weeks in Kronos. This will result in a paycheck covering a three week period. Their pay dates will remain the same, because the pay dates already match that of the biweekly employees. The majority of temporary employees will begin using the system as of November 1st, so they will process their last week in ETES the week of October 25-31st.

In addition to a time entry system, Kronos also includes modules for exempt staff leave accruals, which is expected to go live in January 2010, as well as a leave of absence module which will follow in the spring.

For more information on the Kronos project, please visit the following web site: www.northwestern.edu/hr/hris/kronos

Health and Benefits Fair Comes to Northwestern

Evanston:
On October 28th the annual Health and Benefits Fair, sponsored by the Department of Athletics and Recreation and the Benefits Division, was held in the Norris University Center’s Louis Room. The Health and Benefits Fair provided a great opportunity for staff and faculty to gather information from representatives of the Northwestern University community, including NUSAC, the Women’s Center, the fitness and recreation department, the Benefits Division, and many commercial vendors that provide employee health care, life insurance, and retirement investment opportunities. Seasonal flu shots, yoga classes and hearing tests were provided at the fair. NUSAC helped direct employees to different vendor tables while listening to employees’ ideas and concerns. We also ran a raffle in which the prize, a cooler-grill combo, was won by Ashley Poltermann, project coordinator in the psychology department. As in previous years, this was a very successful event!

Chicago:
The Health and Benefits Fair on the Chicago campus was held in the Lurie Building’s Ryan Family Atrium on Thursday, October 29, 11 a.m. – 2 p.m. Over 30 vendors were in attendance ranging from representatives of the various healthcare options, to investment options with Fidelity or TIAA-CREF, to several university organizations such as NUSAC and the Association of Northwestern University Women (ANUW). Many vendors ran raffles and in NUSAC’s own raffle, research technologist Maureen Sadim won the prize, and emergency car kit. Seasonal flu shots were available for $25 in the nearby Tarry Building. The fair also kicked off the Feinberg School’s Staff Relations Committee’s annual coat drive, which NUSAC co-sponsored this year.

*For upcoming Northwestern events visit: http://planitpurple.northwestern.edu