Summer 2015 Newsletter

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**Message from the Chair**

Greetings, Northwestern Colleagues!

Summer has finally arrived, and I hope everyone gets to enjoy a few “lazy summer days.” But, I also hope you take some time to reflect on your staff experience at Northwestern and your goals for the coming year. Members of the Northwestern University Staff Advisory Council (NUSAC) are doing just that - reflecting on achievements, identifying areas for greater leadership, and refining goals for next year.

NUSAC has had another busy and productive year. Highlights include offering workshops on career development, sponsoring employee networking and recognition activities, implementing food and supply drives, hosting Conversations with President Schapiro, and helping administer NU Cares, our employee assistance fund. Of course, members also dedicated time to fielding staff questions and connecting people to resources.

As we plan for next year, determine ways to increase staff engagement and promote inclusion we want to hear from you. Let us know how best to reach you and stay abreast of staff needs and successes.

In this Newsletter are announcements of upcoming events, including the Fall Staff Mixer at the Ball State football game, and a request for information about campus groups that staff can join. Also, don’t forget to check out the community building activities [http://www.northwestern.edu/hr/workplace-learning/northwestern-will-initiatives/community-building.html](http://www.northwestern.edu/hr/workplace-learning/northwestern-will-initiatives/community-building.html), which are part of NorthWEstern WILL and CONNECT to Professional Engagement & Engagement initiatives.
This is the last newsletter for 2014-2015 and the wrap up to the NUSAC year, which means leadership transitions, new members, and recognition for members who are rolling off the Council. I want to thank all NUSAC members for their leadership and hard work, and acknowledge Derek Gundersen, who will be rolling off the Council. Derek served as the Human Resources Committee Chair this year.

I am also excited to introduce the new members of NUSAC and the 2015-16 Executive Committee.

New Members:

- Joseph Schafer, Financial Assistant, Financial Planning & Analysis, Kellogg
- Julia Jenkins, Senior Assistant Director, Financial Aid, Chicago
- Melanie Mkrdichian, Senior Research Administrator, Surgery, Feinberg

2015-16 Executive Committee

- Chair: Tracey Gibson-Jackson
- Vice Chair: Rhea Banks
- Treasurer: Lot Bercasio
- Secretary: Pam Euring
- Human Resources Committee Chair: Susan Corwith
- Benefits Committee Chair: Michael Martinez
- Outreach Committee Chair: Tina Shontz
- Communications Committee Chair: Kay West

Please feel free to reach out to any of us with questions or contact NUSAC at nusac@northwestern.edu.

Have a wonderful summer!

Susan Corwith
NUSAC Chair

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**NUSAC's Summer School Supply Drive**

Our School Supply Drive is currently underway and will continue until **Friday, August 14**. Last year's donation drive was a success and we would like to continue in that tradition this summer. The drive will serve various organizations in the Chicago and Evanston communities. Details about the supply list, drop-off locations and organizations have been sent via email and are posted on the NUSAC website. Thank you in advance for your support of this drive and many thanks for all of your support in the past!

Questions? Please contact Tina Shontz (Outreach Committee Chair) at k-shontz@northwestern.edu.

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**Join Fellow Staff at the 3rd Annual Staff Mixer**

NUSAC is excited to host the 3rd Annual Staff Mixer at the Northwestern Football game versus Ball State on Saturday, September 26, 2015. Kick off time is 7pm. The mixer will begin two hours before kick-off, at 5pm. We hope you will be able to join us this year!

Staff, and their families, have an amazing view of the game from the north end-zone on the Randy Walker Terrace. Before the game, all ticketed attendees will be able to enjoy food, beverages and desert. A visit from Willie the Wildcat, President Schapiro and the Northwestern Spirit Squad are also possible. Each ticket holder also receives a Northwestern hat courtesy of NU Athletics.

Building on the success of the previous mixers, NUSAC is collaborating with the Office of Human Resources and the Department of Athletics to offer another great night at Ryan Field. To purchase tickets, go to [NU Athletics Ticketing](http://www.nuathletics.com) and enter the promo code NUSAC3.

We hope all interested staff and their families will join us on September 26! Please contact us at nusac@northwestern.edu if you have questions.
NUSAC Brown Bag Recap: Nurture & Expand Your Internal Network

As part of NUSAC’s efforts to promote career advancement and networking within the workplace, in early June we hosted Brown Bags on both campuses on how to “Nurture and Expand Your Internal Network.” The Brown Bags were a resounding success with registration on the Evanston campus far exceeding the event’s capacity and necessitating the institution of a lengthy waitlist. Rachel Pridgen, M.Ed, Associate Director of Alumni Career Services for the Northwestern Alumni Association, is an expert in networking practices and personal branding and was the guest speaker for both sessions. Rachel’s presentation focused on the importance of interaction outside your office, and she provided tips and strategies to help strengthen internal networking skills. After all, more than 70% of all jobs are found through networking and knowing your weaknesses as well as understanding the strength of your internal ties can benefit you both personally and professionally. Three tips and strategies include the following:

- Treat every conversation as a job interview.
- Never eat lunch alone.
- Be a connector--bring people together.

Networking is often confused with selling, but it is actually about building long-term relationships and a good reputation over time. We hope you will take advantage of opportunities to connect with colleagues at Northwestern, and try one or two of the tips. NUSAC received positive feedback from both events and we hope to offer this program again in the next academic year.

Staff Groups on the Evanston and Chicago Campuses

Are you involved with a staff group on either the Evanston or Chicago campus?

NUSAC is collecting contact information for staff groups so that we can feature them in upcoming newsletter. Identifying the many great ways that staff members are involved will help NUSAC plan the next Staff Activity Fair that will be held in the upcoming academic year. Please email nusac@northwestern.edu with contact information for your group.

Lunch on the Lake, Wednesdays 12 - 1pm

Summer is here!

Talented young vocalists and musical groups from along Lake Michigan’s shoreline, as well as Tennessee, Kentucky and Ohio, will provide live entertainment for casual diners during Norris University Center’s annual “Lunch on the Lake” outdoor concert series.

Free and open to the public, the 12 p.m to 1 p.m. Wednesday concerts will begin the last week of June and end the last week of July. “Lunch on the Lake” will feature pop, rock, jazz and country music. The hour-long programs will be held on the lawn directly east of Norris University Center on the Evanston campus, weather permitting. In addition to entertainment by artists from across the country, music fans have the option of purchasing a barbecued lunch, prepared outdoors by executive-level chefs from the University’s food service. Or, you can bring your own lunch.

The complete schedule is listed via the Norris University Center website.
RUN For Walk 2015

Over the last three years, the Run for Walk has welcomed more than 3,000 Northwestern fans, supporters and friends of the late Head Coach Randy Walker, to honor our former head football coach and create a staple of the Chicagoland running scene.

Once again this year, the 5k family walk will continue as part of the Run for Walk, a 4.1 mile run through Evanston’s tree-lined streets and on Northwestern’s campus. Participants will finish on Ryan Field. The unique run distance harkens back to Randy’s uniform number 41 during his collegiate playing days at Miami University.

The registration fee for the run or walk remains $37.50 (before July 10 at 5 p.m.) Rates will raise to $40 after that date. Fee includes a short-sleeved shirt, a ticket to a nonconference home football game and entry into the race day partner and hospitality zone. Kids Races are $10 and include a participation gift. Northwestern students may register for $25. The Youth Mile is $15 and includes a football ticket and youth t-shirt. Share the news on social media that you are committed to participating in this year’s event using #Run4Walk and make sure to tag Northwestern Athletics using #B1GCats. New in 2015 - the race's Official Charitable Partner is Big Brothers Big Sisters of Metropolitan Chicago. For more information on this great organization, visit www.bbbschgo.org

Staff Recognition Luncheon

It is always a pleasure to honor the dedicated staff that have committed years of service towards the success and prestige of Northwestern. The 38th Annual Staff Service Recognition Luncheon was held in May at the Mid-America Club in the Aon Center in downtown Chicago. Every year staff members are recognized for reaching years of service milestones with Northwestern. NUSAC would like to congratulate all the Employee of the Year Finalists. It is a great honor to be recognized for your outstanding accomplishments.

Pictured from left to right: Allan Nader, Claire Tuft, Rebecca Parker, Mary Ratliff, Kathleen Daniels, Sunny Russell, and Daniel Fisher.

2015 Winner

Mary Ratliff, Feinberg Medical School - NUCATS Institute

2015 Finalists

Kathleen Daniels, Weinberg College of Arts and Sciences - English
Daniel Fisher, Weinberg College of Arts and Sciences - Chemistry
Allan Nader, Office for Research-Innovation & New Ventures
Rebecca Parker, Kellogg-Degree Operations
Sunny Russell, Kellogg-Board Fellows
Claire Tuft, Weinberg College of Arts and Sciences - French & Italian

Please visit the Employee Recognition page on the Human Resources website for more information on how to nominate a colleague for this prestigious award.

New Manager Open Labs and Coaching

New Managers: Looking for some tips or advice on starting off on the right foot? Have a challenge to talk through? Come to an open lab session to meet your peers and receive some one-on-one and group coaching. Learn More

Experienced Managers: Interested in mentoring new managers and have at least one year of direct management experience? We’d love to have you join us for an open lab session! Pass it along and be a resource for your colleagues. Learn More

Get Involved: Learning & Organization Development offers a variety of workshops and additional opportunities to help
improve workplace performance. Check them out! Follow our Twitter feed to get L&OD’s best picks of upcoming events and learning resources.

Questions? Comments? Contact the L&OD team at workplace-learning@northwestern.edu or 847-467-5081.

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Service Excellence Awards

For times when “thank you” just isn’t enough - when a staff member went above and beyond the call of duty to complete a task or meet a goal - there’s the Service Excellence Award. Any member of the University community may nominate an employee for the award. The supervisor reviews the nomination form to confirm that the award is deserved. A staff member may be recognized numerous times, even in a single year, and many have been.

Quarterly Service Excellence Luncheons 2015

Service Excellence Luncheons are held quarterly throughout the year to recognize award recipients. The next Service Excellence Luncheon will be held Thursday, August 20, 2015.

To nominate a staff member, download a Service Excellence Nomination Form and email it to Maudell Gaines at maudell-gaines@northwestern.edu.

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Excellence in Sustainability Awards

As Northwestern University pursues its commitment to leadership in sustainability, the Office of Sustainability is partnering with the Office of Human Resources - Employee Recognition to acknowledge those who go above and beyond in greening our campuses and our curriculum. Students, faculty, and staff members are eligible for the Excellence in Sustainability Awards and will be recognized at the quarterly Service Excellence Luncheons. Visit the Office of Sustainability website to learn more about the award and nomination process.

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