ACTION ITEMS AND ANNOUNCEMENTS

**EDisclosure**

The annual disclosure process for faculty and staff opened on February 1 in eDisclosure. All eligible faculty and staff received an email with a personalized link to the eDisclosure system and instructions for completing the disclosure form. We participate in this process annually to understand what outside activities faculty and staff are engaged in that may relate to their Northwestern roles and responsibilities, and demonstrate that business decisions made at Northwestern are made with the highest ethical standards and without any influence or perception of personal gain.

**Key dates:**
- February 1: The annual disclosure opened in eDisclosure
- March 1: Disclosures due
- April 15: Manager review of disclosures due

The NUCOI website has instructions for completing a disclosure, tips for what to disclose, and questions managers should consider when reviewing a disclosure.

**HR Administrators:**
- Please make sure that the COI approvers listed in myHR are correct for staff in your unit. Staff members’ disclosures are routed for review in eDisclosure based on who is listed as the person’s COI approver in myHR. COI approvers are usually one’s manager or the manager’s designee. Please refer to the Updating Approvals document for guidance in checking (and updating, if required) employees’ COI approvers in myHR.

Your cooperation is appreciated! If you have questions, please contact Northwestern Conflict of Interest Office at nucoi@northwestern.edu or 847-467-4515.

---

**Electronic W-2 forms now available in myHR**

W-2 forms for 2020 are available in myHR by going to Pay>My W-2. Hard copies were mailed to the home address listed in myHR as of January 6.

1042-S forms for 2020 (for non-residents) will be uploaded into FNIS by March 15. An email will be sent to all 1042-S form recipients when the 1042-S forms are available to be downloaded.

---

**Anti-Racism in Thought and Action Speaker and Discussion Series - Memorial Drive on Race and Writing**
On **Tuesday, February 23 at Noon**, faculty and staff are invited to participate in the next discussion in the Anti-Racism in Thought and Action Speaker and Discussion Series. Professor Natasha Trethewey will be reading from her New York Times Best Seller "Memorial Drive: A Daughter's Memoir" and discussing the writing process.

The series is curated by two members of the Change Makers Review Committee — Steven Adams and Stefanie Hicks — and Alvin Tillery of the Center for the Study of Diversity and Democracy. Each lecture in the series will be followed by an interactive discussion or activity to catalyze meaningful reflection and action directed toward creating an anti-racist campus.

**Register here for the February 23 event**

---

**NUSAC Winter Brown Bag: Navigating the Seas of Organizational Change**

Join **NUSAC** for a virtual brown bag on **February 24 at Noon**. This webinar will help participants learn about navigating organizational change and its associated stress. Ellen Burton will facilitate this brown bag and discuss how to practice stress-reduction techniques, learn effective problem-solving skills and develop internal and external support networks.

**REGISTER HERE**

---

**Northwestern University Employee Tuition Benefits Online Information Session**

Northwestern University School of Professional Studies (SPS) will host an online information session for benefits-eligible Northwestern University employees on **Thursday, March 4**.

The session will explain how to take advantage of your employee educational assistance benefits through the part-time, evening, and weekend undergraduate, post-baccalaureate, professional development, graduate and advanced graduate programs available through the School of Professional Studies. Academic, admission and student services representatives from SPS will be available to answer your questions.

**REGISTER HERE**

---

**WELL-BEING**

**Creating Community: Connect with NU Colleagues**

Creating Community is part of the **Your Daily 30** program, held on Thursdays and facilitated by **University Wellness Champions**. The program provides a space and opportunity for faculty and staff to come together to get to know one another, knowledge share and learn new skills and/or insights about oneself. These are great sessions to do as a team or office. Household family members and children welcome!
Diversity, Equity & Inclusion Workshop:
Resilience as Our Most Powerful Legacy

HR Well-being has partnered with Ellen Burton to provide Diversity, Equity & Inclusion (DEI) workshops for the 2020-2021 academic year. Workshops are open to all faculty and staff and will provide:

* Resilience defined in relation to our race and professional success.
* Facilitated, open dialogue focused on resilience and family legacies of success.
* An opportunity for participants to acknowledge their personal histories of resilience.

Note: space is limited to 18 participants per workshop. Workshops will be held again twice next quarter. Dates TBD.

February 11: 10:30 a.m. – Noon
February 18: 10:30 a.m. – Noon

Apply for a Wellness Grant this winter

Apply for a grant this quarter on behalf of your team, office, department or school. Grants are intended to help support the well-being of faculty and staff by providing funding for wellness activities, events and/or space. Applications will be accepted through February 26, 2021.

* Apply for funding up to $500; there is a pool of $2,000 available each quarter.
* Grants must address at least one of the eight dimensions of wellness: physical, emotional, social, intellectual, environmental, spiritual, vocational or financial.
* Be creative! You have the opportunity to think outside of the box and create a proposal based on the unique needs of your team, office, etc.

Your Daily 15 & Your Daily 30: Virtual Well-being breaks

Your Daily 15 are 15 minute virtual well-being breaks meant to be short and incorporated into your day. Your Daily 30 are 30 minute virtual well-being breaks for those looking for a longer break. HR has partnered with Northwestern Recreation to provide movement breaks, Elizabeth Tuckwell for guided meditation and our University Wellness Champions for community building breaks.

Upcoming webinar
Stress in Communities of Color: Finding Resilience

Join HR Well-being for this month's well-being webinar facilitated by Ellen Burton. This webinar will focus on stress in communities of color and finding resilience to support wellbeing. Participants will explore the social and emotional strain many people experience as a result of ongoing racial injustice and COVID-19, and help them recognize that they are more resilient than they may realize. Note: this webinar will not be recorded due to proprietary rights.

Register: February 10: 11 a.m. - Noon

BCBSI Fitness Program: No enrollment fee for the month of February

The BlueCross BlueShield of Illinois Fitness Program has waived the enrollment fee for eligible new members who join by February 28. Members have access more than 9,500 participating fitness facilities. Membership fees range from $19 - $99/month.

LEARN MORE

Join the YourLife mailing list

YourLife is our employee wellness program in which a variety of well-being resources and programs are provided, ranging from free daily virtual well-being classes, DEI workshops, meditation and nutrition sessions, information about financial webinars, caregiver support resources and more! Join the mailing list to receive up-to-date communications about upcoming programs, events and resources.

JOIN NOW