



## Winter 2016 Newsletter

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## Message from the Chair

Welcome to winter quarter!

I hope you all had a wonderful holiday season. I would like to thank you for helping make our 2015 holiday drive a huge success. With your generous donations we were able to support 28 families in need and 6 community organizations in the Evanston and Chicago communities.

NUSAC prides itself on creating engagement opportunities for the NU community to come together to mix and mingle. In the spirit of community building, I invite all of you to join us for our 3rd Annual Men's Basketball staff mixer on Saturday, February 27th at 1:00pm. Come out and help us cheer on our Wildcats as they take on Rutgers University. Don't forget to wear purple and Go 'Cats!

Be sure to keep your eyes peeled for NUSAC's recruitment campaign this quarter. The recruitment process begins in February as we identify future vacancies. Applications are collected in March and interviews are conducted, with the Council, in May. We are looking for outstanding individuals who have a passion for serving as a change-agent for the Northwestern community.

These potential members are ones who passionately encourage staff development and involvement. Yes, sometimes the work can be challenging, but it is extremely rewarding. If you are approaching two years of service at Northwestern, I encourage you to apply. If you have any questions, please feel free to visit the NUSAC website or contact any of our members to learn more about NUSAC.

You may recall in the fall newsletter I challenged you all to participate in at least one NUSAC sponsored event this year. If you have not yet completed the challenge, here are a couple of ways for you to participate. Nominate one of your colleagues for a Service Excellence Award, Excellence in Sustainability Award or Employee of the Year Award. The Service Excellence program is one of the ways Northwestern thanks employees who have gone above and beyond the call of duty to complete a task or meet a goal. The Excellence in Sustainability award acknowledges those who go above and beyond in greening our campuses and our curriculum. And the Employee of the year award recognizes employees' outstanding contributions to the university. To find out more about employee recognition and to nominate a colleague click here [www.northwestern.edu/hr/compensation/employee-recognition/index.html](http://www.northwestern.edu/hr/compensation/employee-recognition/index.html).

Please remember we are always open to hearing your thoughts and feedback so do not hesitate to contact us with your suggestions. I hope you all have an excellent winter quarter.

Sincerely,

*Tracey Gibson-Jackson*  
NUSAC Chair



Tracey Gibson-Jackson

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## NU Cares Awareness Drive

The NUSAC Benefits Committee is looking to raise awareness about **NU Cares**, the employee-to-employee assistance fund that helps colleagues during a time of crisis. The awareness drive is being held between January 11 and February 12, 2016 to increase knowledge about NU Cares and raise monthly contributions to the fund. Since its inception in 2010, the fund has raised over \$56,000 to support our fellow staff members.

While NU Cares welcomes donations to the fund by cash or check, the most effective means of contribution is by [direct payroll deduction](#). Recurring contributions provide predictable revenue streams that enable the NU Cares Application Review Committee to more effectively distribute the maximum allowable funding. [Please consider a payroll contribution of \\$1, \\$5 or \\$10 per paycheck](#); collective action quickly multiplies! Help your colleagues today by clicking the link below - you won't regret it!

[Donate to NU Cares](#)

Over the past six years, NU Cares has provided support for 67 staff or faculty members during a time of great need, ranging from medical bills to family emergencies. NU Cares is jointly supported by the Northwestern University Staff Advisory Council (NUSAC), the Office of the President, the Faculty Senate, and the Office of Work/Life Resources.

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NUSAC has partnered with NU Athletics for another NUSAC faculty/staff mixer, which will be held on February 27, 2016 at 1 p.m. Come join your colleagues and their families as we watch the Wildcat Men's Basketball team take on the Rutgers Scarlet Knights at Welsh-Ryan Arena! Tickets are just \$15 and you will receive entry to this Big Ten Conference game and access to special pre-game mixer with food and beverages. Click the link: [ev10.venue.net/cgi-bin/ncommerce3/SEGetGroupList?prc=NUSAC&caller=PR&linkID=nwu&RSRC=&RDAT](http://ev10.venue.net/cgi-bin/ncommerce3/SEGetGroupList?prc=NUSAC&caller=PR&linkID=nwu&RSRC=&RDAT) and enter the promotional code "NUSAC" to purchase your tickets now!

Questions? Contact the Athletic Ticket Office at 888-467-8775.

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## NUSAC Recruitment

The Northwestern University Staff Advisory Council (NUSAC) will be recruiting new council members starting in March 2016. Please consider joining fellow staff members in serving as a voice and change-agent for Northwestern Staff.

Why Apply?

- Join a diverse staff volunteer group focused on promoting a positive work environment
- Help communicate staff concerns and feedback to the attention of the University administrators
- Take advantage of the opportunity to learn more about the University's current issues and strategic plan
- Expand your network throughout the University

Membership Eligibility:

- Applicants must be regular full- or part-time staff members with at least two years of continuous service at the University
- Applicants and members must have an agreement with their supervisors that some of their work time will be spent attending NUSAC meetings, participating in NUSAC-related events, and working on projects on behalf of NUSAC.

To learn more about the council, please check out the [NUSAC website](#). More information will be forthcoming in mid-February.

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## Blessings-In-A-Backpack

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This will be the second year participating in "Blessings in a Backpack"! This program provides elementary schoolchildren who are on the federal Free and Reduced Price Meal Program with a backpack of food to take home for 38 weekends during the school year. Our goal is to provide enough food items to sustain the children through their upcoming spring break. With the help of the Northwestern community, we can make this happen Backpack food includes easy-to-prepare, ready-to-eat foods. This year's drive will take place from February 12 - March 11, 2016. Flyers and an e-mail blast will be forthcoming with suggested items and drop-off locations.

We appreciate your support and look forward to another successful "Blessings" event!

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## NUSAC Brown Bag Recap

Professional Development Opportunities at Northwestern

In early December, Samir Desai, Executive Director of Learning and Organization Development (LOD) teamed up with NUSAC to offer a Brown Bag session on current and future professional growth opportunities at Northwestern. The Brown Bags attracted more than 100 participants across the Evanston and Chicago campuses.

Through discussion and presentation, Mr. Desai shared with participants the vision for developing talent at Northwestern through skills, performance and leadership development. From workshops to Lynda.com to Learn@Northwestern, all guided by a new strategic vision, there is a lot happening at Northwestern.

Mr. Desai encourages staff members to contact him or members of the Learning and Organization Development team to learn more about how to get involved and chart their own talent development pathway: [www.northwestern.edu/hr/workplace-learning/](http://www.northwestern.edu/hr/workplace-learning/).



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## 2015 Holiday Drive Recap

Thanks to you, the annual NUSAC Holiday Drive was once again a great success! This year, we partnered with some familiar organizations (Family Focus, The Infant Welfare Society of Evanston, Heartland Alliance) and for the first time La Casa Norte. We also promoted donations to Marillac House (via its website and Amazon wishlist) and Toys or Tots. We are so grateful and amazed by the generosity and spirit of Northwestern Staff!

We at NUSAC would like to thank you for your thoughtful generosity, and for your efforts to ensure a happy holiday season for those who are less fortunate. Countless families have been impacted by this year's donations through these remarkable organizations.

[.....Pictures/NUSAC/2015\_nusac\_holiday\_drive\_3.jpg]



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## New Online Tuition Benefits Application

Beginning January 11th, a new FASIS Self Service tuition benefit application will be available to all employees who are eligible for tuition benefits. This new online application will feature:

- Easy access to submit and track your tuition benefit applications in the FASIS Self Service Portal
- The ability to upload your documentation for all tuition benefits
- Access to view your current and past tuition benefit applications in one convenient location

Using the Online Application:

While the paper application will be accepted until March 1, you may begin using the online process for any new application submitted as of January 11th.

1. Log in to the FASIS Self Service Portal at [nupa.northwestern.edu](http://nupa.northwestern.edu) with your NetID and Password.
2. Select "My Benefits" and choose "My Tuition Benefit Application."
3. Follow the instructions to complete your application and upload your documentation.

Questions?

In-person assistance with the new online process will be available throughout the month of January:

- Chicago Campus: Tuesdays, 2:30-4:30, in Tarry 1-731
- Evanston Campus: Wednesdays, 2:30-4:30, in Crown G593

For additional assistance, please contact the Benefits Division at (847) 491-7513 or [educational-assistance@northwestern.edu](mailto:educational-assistance@northwestern.edu).

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## Northwestern Wellness

YourLife is the wellness program for Northwestern faculty and staff, and their eligible family members.

Through YourLife, you can access a wide-variety of programs & services, resources, reading materials, and discounts, which can help you make thoughtful, positive choices supporting your physical, financial, and emotional well-being:

- **Physical Well-being** - These programs & services, resources, reading materials, and discounts can help you set and achieve personal fitness, nutritional, and health goals. They can also provide important information to help you use (and get more out of) your Northwestern-sponsored health care services and benefits - from annual checkups to following age- and gender-recommended screenings and immunizations.
- **Financial Well-being** - These programs & services, resources, reading materials, and discounts can promote a better understanding of your personal finances (where your money comes from and where it goes), describe the benefits of having a long-term financial plan tailored to your individual needs and goals, and support your ability to adapt to financial changes.
- **Emotional Well-being** - These programs & services, resources, and reading materials can help you cope with the demands of work and personal life, as well as the challenges that can arise in everyday life. The support these programs provide can help you take positive action to resolve personal issues and to manage stress.

While the name "YourLife" is new, many of the wellness-related programs & services, resources, reading materials, and discounts available under the YourLife banner are not. YourLife was created to provide a common identity linking all of the Northwestern-sponsored programs & services, resources, and discounts available to faculty and staff, and their eligible family members - those that currently exist and those that will be added in the future.

To learn more about YourLife and the programs & services, resources, and discounts it offers, visit:  
[www.northwestern.edu/yourlife/](http://www.northwestern.edu/yourlife/)

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## 2016 Employee of the Year Nominations

The Office of Human Resources is now accepting nominations for the 2016 Northwestern Employee of the Year award. The Employee of the Year award recognizes seven staff members across the University, including Qatar, as finalists for their outstanding contributions. From the seven finalists, one will be announced as the Employee of the Year winner at the annual Staff Service Recognition Luncheon, Tuesday, May 10, 2016.

All staff members who have been employed at least three years, are in good standing, and have not previously been named Employee of the Year are eligible. Finalists from past years are eligible.

To nominate a staff member, download an [Employee of the Year Nomination Form](#) and email it to Maudell Gaines at [maudell-gaines@northwestern.edu](mailto:maudell-gaines@northwestern.edu).

If you have any questions regarding Employee of the Year, please contact Maudell at [maudell-gaines@northwestern.edu](mailto:maudell-gaines@northwestern.edu) or 847-491-7509.

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## University Circle Scholarship

Are you a School of Professional Studies (SPS) student AND a full- or part-time employee of Northwestern University? A University Circle scholarship can help you succeed. Scholarships are available from Northwestern University Circle, an organization of university women with a history of service to our community.

You must be enrolled in a degree or certificate program and be a student in good standing. University Circle will consider more than one award of \$1,000 - \$1,500 to qualified applicants. Our winners have come from departments all across the University and have been earning degrees or certificates from diverse SPS programs.

To obtain an application and additional information, please click here.

[www.northwestern.edu/university-circle/index.html](http://www.northwestern.edu/university-circle/index.html)

Questions? Please contact Vanessa Carpenter at [v-carpenter@northwestern.edu](mailto:v-carpenter@northwestern.edu)

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## Black History Month events

Northwestern University's Martin Luther King, Jr. Commemoration activities will take place from Monday, January 18, to Friday, January 29, 2016.

The Evanston campus MLK Commemoration Committee and the Chicago campus D.R.E.A.M. (Day in Remembrance of the Accomplishments of Dr. Martin Luther King, Jr.) Committee have developed a series of events that provide numerous opportunities for discussion, service, and celebration. We strongly encourage your participation in these activities.

[Complete schedules and additional information can be found online.](#)

**Northwestern University Staff Advisory Council**

**Contact NUSAC:**

Web site: [www.northwestern.edu/nusac](http://www.northwestern.edu/nusac)

E-mail: [nusac@northwestern.edu](mailto:nusac@northwestern.edu)

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