



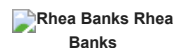
Winter 2017 Newsletter

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Message from the Chair

Happy New Year from NUSAC! I hope everyone had an enjoyable and relaxing holiday break, and that we are all prepared to begin this new quarter. I would like to thank President Schapiro and his team for the recent Winter Recess; based on feedback from staff, it was greatly appreciated. Special thanks also goes out to everyone that participated in our Holiday Drive. The donations were amazing, and we were able to help many families that may not otherwise have had gifts. It is always encouraging to see University members come together to help those in need.



During this quarter, there are several events planned that are designed to be celebrated as a community. Communications regarding Martin Luther King, Jr. Commemoration Week have already begun, and will continue into January. Events during this week are hosted by various organizations on both campuses, and, as always, the events will be illuminating and open to all members of our community. On Saturday, February 18th, we will host Rutgers University for the annual NUSAC staff basketball mixer. Everyone is welcome, including families! Additional details are included in this newsletter, and we look forward to seeing you there! Finally, we will host brown bag events on each campus, focusing on compensation and development opportunities - topics that we are regularly asked about by staff. We will send information about the events as they approach.

During Winter quarter, NUSAC will also be busy recruiting new Council members for the 2017-18 Academic Year, collecting donations for local school children through our partnership with *Blessings in a Backpack*, and providing opportunities for us all to support our fellow colleagues. Please consider supporting your peers by donating during the NU Cares Awareness Drive, or by nominating a deserving staff member for for Employee of the Year, a Service Excellence Award, or a Sustainability Award. We are all used to seeing extraordinary talent in our community, or regularly encountering colleagues that complete outstanding tasks; the least we can do is recognize this commitment to Northwestern when we see it!

Please contact us if you have any questions, comments or suggestions, and best wishes for a productive Winter Quarter.

Sincerely,

Rhea Banks
NUSAC Chair

NU Cares Awareness Drive

Are you in need of one-time financial support due to a medical or other personal emergency, or are you interested in donating funds to help colleagues in this situation? To support these goals, NU Cares provides financial awards to faculty and staff on the basis of anonymously-reviewed applications. All staff and faculty contributions, in any amount, are welcome, including recurring automatic payroll donations.

From **January 16th through February 10th**, we are holding our annual Awareness Drive with a goal of receiving **\$2,500** in new contributions. We encourage all staff to review the program details at [our website](#).

NUSAC Quarterly Question: Wellness Benefits

NUSAC would like to learn more from you! Click [here](#) to take our anonymous, one-question survey - make your voice heard!



NUSAC has partnered with NU Athletics for another NUSAC faculty/staff mixer, which will be held on **February 18, 2017 at 5 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 include access to a special pre-game mixer with food and beverages. Click the link: [\[nusports.com/groups\]nusports.com/groups](https://nusports.com/groups/nusports.com/groups) and enter the promotional code **"NUSAC2"** to purchase your tickets now!

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

NUSAC Recruitment

The Northwestern University Staff Advisory Council (NUSAC) will be recruiting new council members starting in March 2017. 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

Eligibility:

- Applications must be from 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.

Blessings in a Backpack

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This will be the third year participating in *Blessings in a Backpack*! This program provides elementary school children 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. Backpack food includes easy-to-prepare, ready-to-eat foods. This year's drive will take place from **February 10 - March 10, 2017**. 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.

NUSAC / AHEAD Brown Bags

NUSAC's Human Resources Committee is thrilled to announce an exciting collaboration between NUSAC and The Association for Higher Education Administrators' Development (AHEAD) to bring you meaningful professional development opportunities during the Winter and Spring quarters. Inspired by a shared vision for staff professional learning and the desire to reach a broader audience across our campuses, AHEAD and NUSAC will offer a series of workshops on topics we know are of interest to staff, including compensation and career advancement.

"A collaboration like this one is great for networking, professional growth, and engagement. We are excited to be working together in this way, and we hope it will introduce more staff members to both organizations," said Susan Corwith, former NUSAC member and current member of AHEAD.

Information about the Workshop series:

We are hosting Winter Quarter sessions on compensation that will feature guest speaker Anniese Lemond, Senior Director of Compensation in the Office of Human Resources. The purpose of this workshop is help staff gain a better understanding of job families and how positions are graded at Northwestern. The first session will be held on the **Chicago campus, on Monday, January 30, 2016 from 12:00 - 1:00 p.m.**, Rubloff, room 175. A second session will be held on the **Evanston campus on Tuesday, February 7, 2016 from 12:00 - 1:00p.m.**, Norris, Northwestern room.

In addition, we are planning to host a Spring Quarter session that will include panelists from the Office of Human Resources, Learning and Organizational Development, the School of Professional Studies, and other key departments to discuss professional development and career advancement. The focus of this workshop will be to provide staff with insight on how to successfully navigate these channels while fulfilling their professional goals and objectives at Northwestern.

2016 Holiday Drive Recap



Thanks to the giving spirit of Northwestern Staff, the annual NUSAC Holiday Drive was a tremendous success! We partnered with *Family Focus*, *The Infant Welfare Society of Evanston*, *Heartland Alliance*, *Marillac House*, *La Casa Norte*, and, for the first time, *Little Brothers Friends of the Elderly*. Due to your generosity, **39 families and 40+ senior citizens had a joyous holiday season**. A host of children also received gifts alongside donations made, and many people are keeping warm throughout winter with the coats, hats, and gloves that the Northwestern community so graciously provided.

We, from NUSAC, would like to thank you for your sincere efforts to ensure a happy holiday season for families and people of both the Evanston and Chicago communities.

Employee of the Year

We are happy to announce the nominations period for the 2017 staff Employee of the Year. **You may submit a nomination through Friday, February 17, 2017** for an eligible staff member. The committee will select seven finalists, and the winner will be named at the Annual Staff Service Recognition Luncheon on Tuesday, June 6, 2017.

To be eligible for the award, staff members must:

- Have been employed at Northwestern for three or more years
- Be in good standing
- Not have been previously named as the "Employee of the Year" within the past five years

If you are interested in nominating someone for Employee of the Year, there is one lunch-time workshop session where you will learn how to write a nomination that is both specific and meaningful. By the end of the session, you will be able to:

- Make sure your candidate is qualified
- Identify what makes a successful submission
- Use concrete examples to make your case
- Write a clear, concise, and compelling submission

Evanston: January 26, 2017, 11:45am-1:15pm || Chicago: February 2, 2017, 11:45am-1:15pm

Registration is required. To register, please go to myHR and sign up for class HRD545 or click on the above link to register.

Please contact Maudell Gaines at [maudell-gaines@northwestern.edu]maudell-gaines@northwestern.edu or call 847-491-7509 for more information.

Bicycle Safety

With the recent tragic loss of Northwestern student Chuyuan "Chu" Qiu, bike safety has been highlighted as a critical priority. Our University community has united around enhanced efforts to promote and support bike safety at Northwestern, and we would like to share with you a few key initiatives that reinforce our commitment to this important cause.

Northwestern is working with the City of Evanston on improving roadway safety for bicyclists. The City shared plans to rebuild a 1.9 mile stretch of Sheridan Road and Chicago Avenue. This project will include the addition of a two-way protected bike lane on the east side of the street. In addition, the Council unanimously agreed to reduce the speed limit on Sheridan Road from 30 to 25 miles per hour as a further safety measure. The City of Evanston held its [Pedal Bright Bike Light Giveaway and Installation](#) event on October 13, at which more than 600 bike lights were distributed to Northwestern students and community members.

Demonstrating the University's commitment to bike safety, the Department of Safety and Security will begin providing free helmets and bike lights to all students, faculty, and staff who [register their bike](#). The Department has consistently championed [safe riding habits](#), and encourages you to register your bike to help deter possible theft and aid University Police in locating missing or stolen bikes. Additionally, so that as many riders as possible can safely store their bikes while on campus, the University's Facilities Management team asks that you please accommodate fellow cyclists by removing your bike from bike racks in a timely fashion. It is essential that cyclists have rack space routinely available to avoid a situation in which bikes are locked to railings or other areas that may impede accessibility. [Learn more about our campus bike policy here](#).

Thank you for your support and participation in ensuring that the University provides a safe and welcoming environment for our bicycling community.

Black History Month Events

Northwestern University's Martin Luther King, Jr. Commemoration activities will take place from **Monday, January 16, to Friday, January 27, 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](#).

Learning at Northwestern

Enrollment is open for winter course offerings from Learning & Organization Development. [Browse course offerings on Plan-it Purple](#). Be sure to mark your calendars for February 1, 2017 – Registration for spring course offerings opens!

Northwestern's commitment to providing professional development opportunities to our staff continues, with special funding this year which fully subsidizes the cost of select programs, resulting in no additional cost to schools and units. Take advantage of workshops such as: [Crucial Conversations](#), [Getting Things Done](#), and [Managing Your Career](#).

Don't forget about Northwestern University unlimited, on-demand access to a full library of online courses at [Lynda.com](#). Check out the almost 4,000 on-demand video tutorials.

[New Employee Orientation \(NEO\) Part 2 \(HRD450\)](#): February 2 on the Chicago Campus and March 2 on the Evanston Campus. This free, interactive event provides new staff members an opportunity to focus on their own purpose and mission, and participate in valuable workshops about Northwestern's "Performance Excellence" process (for good goal setting and communication) and "Standards for Business Conduct" (the University's major policies and procedures, including the prevention of discrimination and harassment). A mentoring opportunity during lunch gives new staff members a chance to meet other exemplary leaders at all levels from across other schools and units.

Northwestern University Staff Advisory Council

Contact NUSAC:

Web site: www.northwestern.edu/nusac

E-mail: nusac@northwestern.edu

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