Can you feel it…

Can you feel it? Spring is in the air (at least on some days!). There is so much going on at Emory! Check out all the latest events in this issue of Staff Matters; there is something for everyone!

With Spring (and Summer) come Performance Reviews — in this issue of Staff Matters you will find tips for preparing now. In addition to the regular features (Cost Savers, HR Learning Services, Computer Tips, etc.) you will find information about upcoming SOM specific programs such as the Outstanding Women in Medicine program, the 7th Annual Administrative Professionals Day Symposium, and the Leadership Book Club, as well as University-wide programs such as Leveling the Playing Field: Women, Sports and Title IX, Caregiver Support workshops and so much more.

This is your newsletter. Let me know what features you like and what you would like to change. I would love for you to contribute an article for a future issue — it could be a work-related book review, a cost saver, a computer tip...whatever speaks to your interests and passions. I want to hear from you!

*UPDATE Please note you will not see a computer class schedule in this issue as all classes are full. Check the website for future opportunities and links to free and low cost training: med.emory.edu/staff/training/computer/index.html

Performance Reviews 2015

In the coming months you will start receiving communications about your upcoming Performance Review.

Now is the time to start reviewing your own performance over the past year. How have you contributed to your department/the School of Medicine/the University? What did you accomplish this year? What areas did you struggle with this year? What goals do you want to set for next year?

Giving advanced thought to these items will help you when it is time to complete your self-evaluation. Don’t forget the eight University-wide competencies: www.hr.emory.edu/eu/performance/management/competencies.html

The University will be using the same online system as last year—however, they listened to your feedback and have made numerous changes to make things go smoother this year! Watch for upcoming communications.
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation and Resource Fair will be held May 5, 2015, 1:00-4:00pm. All new hires who have not attended the SOM orientation should attend, as well as any temporary employees with intended assignment length of 3 months or longer. Been here awhile? All staff are welcome to attend to refresh their knowledge of resources.

Register in ELMS—Search > SOM.

(It is not necessary for Post-Docs to attend this Orientation, as there is specific on-boarding/orientation for Post-Docs.)

HR Learning Services

These classes are offered by Human Resources Learning and Organization Development. Please contact LaSheree Mayfield at 404-727-7607 with questions.

Registration in ELMS required.

Civil Treatment for Employees
Thurs, June 11th, 8:30 am – 12:30 pm, $60

Civil Treatment for Leaders
Tues, March 31st, 8:30 am – 5:00 pm, $125

Communicating with Impact
Tues, May 5th, 8:30 am – 12:30 pm, $60

Crucial Conversations
Day 1 – Wed, April 22nd, 8:30 am – 5:00 pm
Day 2 – Wed, May 6th, 8:30 am – 5:00 pm
$275 (for both days)

Developing Yourself and Others
Wed, June 10th, 8:30 am – 12:30 pm, $60

Fantastic Service Behaviors
Tues, June 9th, 8:30 am – 12:30 pm, Free

Feedback Essentials
Wed, June 24th, 8:30 am – 11:30 am, Free

Increasing Personal Effectiveness (IPE)
Day 1 – Tues, June 23rd, 8:30 am – 5:00 pm
Day 2 – Tues, June 30th, 8:30 am – 5:00 pm
$200 (for both days)

Presentation Skills
Tues, April 21st, 8:30 am – 5:00 pm, Free

Situational Leadership
Wed, April 1st, 8:30 am – 5:00 pm, $125

Strategies for Influencing Others
Thurs, June 25th, 8:30 am – 12:30 pm, $60

Cost Savers

In these challenging economic times, it is always nice to know of useful cost savers.

- Instead of purchasing microwave/convenience meals for breakfast and lunch, check out this website for quick and easy meals you can freeze, then heat and eat on the go. www.thesimpledollar.com/battling-the-convenience-and-costs-of-fast-food/

- Check your credit card statements regularly for any recurring payments you have forgotten about (charitable, gym memberships, credit card annual fee, magazine subscriptions, etc). Are those recurring payments still serving you well, or did you forget about the gym membership?

- As garden season approaches, check out these cost saving tips, such as buying torn bags of mulch at a discount: www.aarp.org/money/budgeting-saving/info-07-2010/save_money_in_garden.html

Immediate Volunteer Need

Nicholas House is looking for volunteers on March 21st and April 25th from 11:00am-1:00pm to lead activities with children while their parents attend vital life skills workshops. These workshops cover topics such as budgeting, credit management, and parenting that will help them become self-sufficient for their families. Will you help ensure that no parent misses out on vital skills because of lacking childcare?

To learn more, email Jkrumroy@nicholashouse.org or call (404) 622-0793, ext. 106.
Staff Member Spotlight

My name is Joe’l Simone Anthony. I was born in Lakenheath, England and raised by a spectacular family in the beautiful city of Beaufort, South Carolina. I am the oldest of two girls and I have lived in Atlanta for the past 11 years. Prior to becoming a member of the Emory family I had an array of various positions. I have worked with the elderly in assisted living facilities, worked as a baby photographer at various Atlanta area hospitals, and served as a Family Service Counselor in one of Atlanta’s most beautiful cemeteries (Crest Lawn Memorial Park). I am also licensed in Master Hair Care (barbering and cosmetology) and have been doing hair for most of my life which has led to the development of my all natural hair and skin care line. All of these experiences have afforded me the luxury of doing what I love most; working with and getting to know people while celebrating life from one vantage point or another.

I now work as the Office Assistant for the Department of Hematology and Medical Oncology on the Grady campus. My career with Emory began in August of 2012 as a temp. I was blessed to have my position become permanent in March of 2013. In addition to supporting the faculty and staff that work here at Grady, I serve as the first face of our department (in most cases) to those visiting the Grady campus. My absolute favorite thing about working at Emory University is the spirit of diversity that the institution embraces. During my time here I have been blessed to have met and built both professional and personal relationships with so many wonderful people from all over the world and have learned so much about and from their cultures. In addition to working at Emory I am dedicated to my career as a funeral service professional.

Currently, I am completing an apprenticeship at Young Funeral Home in Atlanta. My ultimate goal is to travel the world exploring and observing various funeral services and mortuary science cultures and customs, sharing my experiences and educating individuals and families on the importance of preplanning and discussing final wishes. I operate a blog entitled The Grave Woman which serves as a resource for those seeking information about various funerary cultures and customs, preplanning, grief support, and the exploration of funeral service and mortuary science.

To learn more about me and The Grave Woman blog please visit www.thegravewoman.blogspot.com

Computer Tip of the Quarter

Do you use Excel? Test your knowledge:

1) How do you select the entire worksheet?
2) What is a ‘safe’ way to select a certain set of contiguous cells, rows, columns?
3) What symbol must be at the beginning of every formula?
4) How do you extend a series without physically typing each item?

ANSWERS:

1) Click in the empty upper right hand corner (where the rows and columns meet).
2) Click in the first (or last) cell you want to select. Hold down the Shift Key and click in the last (or first) cell you want selected.
3) =
4) Enter about 3 items in your series (1, 2, 3; Jan, Feb, March; Sun, Mon, Tues). Select the items you entered. While selected, grab the lower right corner and drag across (or down). This works in columns or rows.
LEVELING THE PLAYING FIELD
Women, Sports, and Title IX

WOMEN’S HISTORY MONTH KEYNOTE:
ANITA DEFRANTZ

Title IX, the law that prohibits discrimination based on gender in athletics and academics, was first signed into law in 1972 as part of the Education Amendments Act. While Title IX opened the door to decades of success for American girls and women, the fight for women’s equality in sports is far from over. Join the movement:

TUESDAY, MARCH 24
6:30PM
OXFORD PRESENTATION
AUDITORIUM (OXFORD ROAD BUILDING)

Reception to follow.

Anita DeFrantz is an International Olympic Committee (IOC) board member and president of the LA84 foundation. She is also a lawyer, former Olympian, and the first woman ever to be elected as a vice president of the IOC.

For information about other Women’s History Month events, visit www.womenscenter.emory.edu/calendar
Ergonomics is employed to fulfill the two goals of health and productivity. The subject of ergonomics is extremely broad and in this section we will look at your wellness at work along with ergonomics.

Ergonomics “Take 5”

An ergonomically correct office work station will help you avoid fatigue and discomfort – who doesn’t want that? Following these simple guidelines can help you improve your office work station.

**Five tips to help you avoid fatigue:**

1) Make sure that the weight of your arms is supported at all times, preferably by your armrests. If your arms are not supported, the muscles of your neck and shoulders will be screaming by the end of the day!

2) Watch your head position, and try to keep the weight of your head directly above its base of support (neck). Don’t lean forward!

3) Place your monitor(s) in front of you, with the top(s) no higher than eye level, so you don’t have to frequently turn your head and neck.

4) Your keyboard and the mouse should close enough to prevent excessive reaching which strains the shoulders and arms.

5) Your feet should not be dangling when you are seated. If your feet don’t comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard and chair.


Not feeling comfortable at your desk? The Faculty Staff Assistance Program offers ergonomic evaluation services to Emory Employees. Click here to learn how to get an Individual Work Station Evaluation.

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**Giving Thru The Year**

As highlighted in the January Staff Matters, agencies are overwhelmed with the contributions and service hours they receive during the holidays, but the need doesn’t end when the holidays are over. Here are two opportunities to give to one of the agencies we support through the Winter Service Project, Nicholas House.

**Let's keep things clean!**

We go through 5 bottles of Bleach and Pin-Sol each week! Help us keep things clean by donating a bottle of your favorite cleaner today!

***Drop-off at 830 Boulevard SE, Atlanta***

**Kids Need YOU!**

Are you ready for some fun? Ready to laugh, cry, and hope for the future? So are our 35 children that live in our shelter. Come lead crafts and games with them by volunteering. Call (404) 622-0793, ext.106 to get involved.

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**SAVE THE DATE!**

**Winship Win the Fight 5K**
October 3, 2015

**University Staff Fest**
May 15, 2015
The Office of Lesbian, Gay, Bisexual, and Transgender Life at Emory has rebranded the Safe Space program effective as of Spring 2015. We have updated the Safe Space curriculum, redesigned the Safe Space logo, issued new Safe Space stickers, and updated the registration system.

The Emory Safe Space program is a three and a half hour training designed to help faculty, staff, and students provide support for the LGBTQ community at Emory. The primary goal is to provide awareness for participants about the lives and experiences of LGBTQ people. The second goal is to provide knowledge about LGBTQ issues with a focus on resources in the Emory community and the Atlanta area. Lastly, the Safe Space program hopes to combine awareness and knowledge to encourage action from our participants to create equity on and off campus.

The Office of LGBT Life will offer four trainings in Spring 2015, to be held on January 28th, February 27th, March 17th, and April 9th. Emory faculty, staff, and students can sign up for a training using the Emory Learning Management System (ELMS).

Wellness — Nutrition (Healthy Recipe)

Tasty food can be Healthy food too!

Cauliflower pizza
(only a third the amount of calories in comparison to a regular slice of pizza)

Ingredients:
1/2 head of cauliflower
1 egg
1 garlic minced
1/2 cup lite shredded mozzarella cheese
1/4 cup Parmesan cheese (optional)
1 tbsp dried oregano or rosemary (optional)
pinch of salt and pepper
Marinara sauce (or pesto sauce)
toppings of choice

Directions:
Preheat oven to 400 degrees. Chop cauliflower florets and toss in food processor (you can use a blender but it will take much longer), once cauliflower is in a rice like shape place in microwave for about 4 minutes and let cool for 5 minutes. Scoop out cauliflower onto a clean rag and squeeze/press all the water out of the cauliflower until it turns into a dry dough-like ball. Throw cauliflower, egg, 1/4 cup of cheese, oregano, salt, and pepper into bowl and blend completely. Place mixture on lightly greased parchment paper and shape into a flattened crust to make it as thin or thick as you prefer. Place in oven for 10-15 minutes or until edges of crust turn a nice brown golden color. Pull crust out of oven and spread sauce on crust. Top with remaining 1/4 cup of cheese and toppings. Place back into oven for an additional 10-15 minutes.

Contributed by SOM Wellness Champion, Shannon Williams
Performance Reviews are right around the corner! Have you been keeping Performance Logs for your staff members? If not, start taking a few minutes at the beginning of each work day to reflect on the year and make notes on each staff member’s accomplishments (and challenges) as they relate to each of the eight University-wide competencies. Taking time now will allow you to be thoughtful (versus rushed) in remembering all that occurred over the course of the year and having notes you can cut and paste into the Review document will save you time later.

Performance Log: www.hr.emory.edu/eu/performance_management/forms.html

Competencies: www.hr.emory.edu/eu/performance_management/competencies.html

Cost
payable by Smart Key only
(includes breakfast in AM session and lunch in PM session)

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<tr>
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<th>AM Session</th>
<th>PM Session</th>
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<tr>
<td>School of Medicine, Emory HealthCare</td>
<td>$25 (Through 4/8)</td>
<td>$35 (after 4/8 if space)</td>
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<tr>
<td>Other Emory Staff (only if space after 4/8)</td>
<td>$35 (4/9-4/15)</td>
<td>$45 (4/15-4/21)</td>
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<tr>
<td>Non-Emory (only if space after 4/19)</td>
<td>$45 (4/15-4/21)</td>
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2-Part Registration Required:
1. Emory Staff use ELMS
   • (Search Catalog “SOM”); be sure to choose the correct session — morning or afternoon
2. After registering be sure to choose your workshop here: https://www.surveymonkey.com/s/AP_Choices

Questions? Contact Rachelle Lehner, Assistant Dean for Staff Development
School of Medicine (rlehner@emory.edu; 404.727.4529)

Manager’s Quarterly Tip

Performance Reviews are right around the corner! Have you been keeping Performance Logs for your staff members? If not, start taking a few minutes at the beginning of each work day to reflect on the year and make notes on each staff member’s accomplishments (and challenges) as they relate to each of the eight University-wide competencies. Taking time now will allow you to be thoughtful (versus rushed) in remembering all that occurred over the course of the year and having notes you can cut and paste into the Review document will save you time later.

Performance Log: www.hr.emory.edu/eu/performance_management/forms.html

Competencies: www.hr.emory.edu/eu/performance_management/competencies.html

Ideas for Staff Matters?

Please consider how you can contribute to future Staff Matters issues. Who deserves recognition? What is happening in your department that other staff should know about? Have you read any good work-related books you would like to share with others? Attended a training session or conference that you would like to tell other staff about? These are just some of the ways you can contribute.

Writing not your ‘thing’, but still want to get more involved? There are many opportunities to get involved in planning and running events — just let me know how you would like to get involved. And, as always, you can contact me (Rachelle Lehner) if there is anything I can do to serve you.
Outstanding Women in Medicine
(Formerly – Women Firsts)
April 2, 2015 2:00pm-3:30pm
SOM 110
Open to the entire Emory community

This year’s featured women are:
Dr. Sheryl Heron and Dr. Monica Farley

Dr. Sheryl Heron is Professor of Emergency Medicine, Vice Chair of Administrative Affairs, Assistant Dean of Clinical Education, and Associate Director for Education & Training – Emory Center for Injury Control. She is recognized for breaking racial and gender barriers in her field and continuing to educate on issues of disparity and inclusion.

Dr. Monica M. Farley is Professor of Medicine and Director of the Division of Infectious Diseases. She is a leading researcher on public health interventions on population health and the first woman Division Director in the Department of Medicine.

Please join us as these remarkable women share their stories and answer your questions.
Register in ELMS—Search SOM
Contact Rachelle Lehner (rlehner@emory.edu) if you have any questions.

Accessing (University/WHSC) Library Resources

If you use the University libraries, you may have noticed that you are now required to login to access library resources on the Emory University campus. Each user must log in using their emory.edu network ID and password when using a resource licensed by one of the Emory Libraries. Authentication has been required off-site for over a decade. Please note that you still have access to the same extensive range of library resources available at the close of the 2014 calendar year.

This change is necessary for several reasons:
· Meets publisher and vendor expectations of University compliance with signed license agreements for determining authorized users,
· Reduces security risks for the Emory IT networks enterprise wide, and
· Provides options for managing resources for select user populations.

If you previously bookmarked ejournals or databases at .com or .org sites you will need to create new bookmarks. The new authentication environment requires that you change your method of navigation and link to resources through library websites or use Emory ejournals A-Z data-base, in order to be identified as an Emory user.

To assist in your workflow processes, a Tip Sheet was designed to answer most of the frequently asked questions received thus far.

If you have other questions, or would like an Informationist to visit your department to demonstrate best practices to your group, please contact us at Ask-A-Librarian.
Grief & Loss Support Group  
Thursdays, March 19 – April 23, 2015  
(6 sessions)  
4:00 p.m. - 5:30 p.m.  
FSAP Main Office - Conference Room  
(1762 Clifton Rd, Suite 1100)  
Registration Process: All prospective participants must contact FSAP at 404-727-4328 no later than March 19 to schedule a pre-screening appointment.

Anger/Conflict Management Skills Group  
Tuesdays, March 24 – May 19, 2015  
(8 sessions)  
12:00 p.m. – 1:00 p.m.  
FSAP Main Office - Conference Room  
(1762 Clifton Rd, Suite 1100)  
Registration Process: All prospective participants must contact FSAP at 404-727-4328 no later than March 23 to schedule a pre-screening appointment.

Financing Long-Term Care  
Are you concerned about making financial decisions regarding long-term care? Do you need some insight on financing long-term care?  
Come hear from our expert panel speak on Financing Long-Term Care.  
Register here to attend: Financing Long-Term Care  
March 19, 2015  
12:00pm-1:30pm  
Emory University School of Law, Gambrell Hall  
Room: Tull Auditorium  
Speakers: Heather Nadler, LLC, Myles Hurley, LLC; & Davette Taylor-Harris of the Area Agency on Aging  
Learn more about private pay choices, Veteran’s benefits and Medicare/Medicaid options for planning for the future.  
This workshop is essential for individuals concerned about planning for the care of a family member, as well as for any adult interested in being proactive about planning for his or her own future care needs.  
Attached to the email is a flyer about Caregiver Network Discussion Groups. This is provided through the WorkLife Library and could be a helpful resource on a variety of topics.  
Upcoming topic: Giving up the Keys: The Three Gears of Senior Driving and Retirement.  
Please contact Mary Ellen Nessmith at 404-727-4177 if you have any questions about the Emory Caregiver Support Program.

Living with Grief: Holding On and Letting Go  
Throughout our lives, we live in and through times of grief. Times of loss come our way in expected and unexpected ways. When caregiving for adult loved ones, we experience loss through changes in their physical and/or emotional health, changes in our own routines, death, and other challenges we face as caregivers. Using every day experiences, the facilitator, Lesley Brogan (Guardian Hospice), will lead a conversation about healthy holding on and letting go. Using the moon as a guide for discussion, Lesley will talk about ways we can live with the shifts of grief and life.  
April 16, 2015  
12:00 PM - 1:30 PM  
School of Nursing, Room 201  
Registration Deadline: April 16, 2015  
Register for this event

DON'T FORGET  
April 15, 2015 is Tax Day!  
Check SparkFly and other resources for discounts to popular tax preparers!
Ready, Set...
Lace up your sneakers and make a commitment
to live healthier by joining us for the annual
American Heart Association
National Walking Day

HealthyEmory

21 locations, over 30 walks, including a Walk/Run finale from WPEC at 5:30 PM!

REGISTER TODAY:


Questions? Contact Faculty Staff Assistance Program: 404-727-4328
SOM Leadership Book Club

*Please note, while typically geared to new-middle level supervisors, this session is targeted at middle-senior level supervisors.

**Leaders Eat Last: Why Some Teams Pull Together and Others Don’t**
by Simon Sinek

**Wednesday, February 25** – discuss the book—CANX due to Snow Day

**Friday, March 20** – how does it apply to us

**Friday, May 1** – action planning

All sessions are in SOM 325
11:45am-12:45pm
Video Conferencing from Grady Provided On Request
Bring your lunch! Drinks will be provided.

Hopefully you will be able to attend all three sessions. Attend at least two sessions and the book is yours to keep. If you are only able to attend one session, that’s ok, however you will be expected to return the book and it will be added to the leadership development library so that others can benefit from the resource.

**Registration is required—Seats are available:**
Register in Emory Learning Management System *Be sure to register for each session you plan to attend!

24 hours after you register in the Learning Management System, you can pick up your book from Rachelle Lehner on the 4th floor of the School of Medicine Building (403B). Please call (404-727-4529) before you come to ensure Rachelle is available. Remember you must attend at least 2 of the three sessions to keep the book! Seats are limited so think carefully as to whether you can make time to read the book and attend the sessions.

Emory University encourages the full participation of individuals with disabilities in all aspects of campus living and learning. To support access and inclusion, please contact us immediately if you require accommodations.

This leadership development opportunity is brought to you by the SOM Office of Staff Development
Staff Matters

Congratulations!
The following staff members have served the School of Medicine for 35, 30, 25, 20, 15 or 10 years respectively!

Thanks for all you do (and have done) for the School of Medicine!

35 Years of Service
Brenda Buggs, EMCF

30 Years of Service
Ernest Parker, Pediatrics
Joann White, Pathology
Karen Pierce, Pediatrics
Laura Fox-Goharioon, Core Labs
Patricia Haugaard, Research Admin
Robin Hitchcock, Neurology
Tamara Murphy, Medicine

25 Years of Service
Gina White, Surgery
Ida Jones-Render, Emergency Medicine
Janice Dell, Psychiatry
Sandara Parks, Psychiatry

20 Years of Service
Anthony DeBalsi, Pediatrics
Chris Kelley, Ophthalmology
Colleen Wilson, Pathology
Doris Powell, Radiology

20 Years of Service (continued)
Jennifer Flenoury, Pediatrics RAS
Ronald Voll, Radiology
Sheila Thomas, Medicine
Vanessa Walker, Pediatrics
Weiya He, Human Genetics
Yasmin Ali, Surgery

15 Years of Service
Alice Graham, EMCF
Amrikumar Patel, Radiology
Anna Sutter, Radiology/Onco
Darryl Barr, Research Administration
Donna Stringfellow, Pediatrics
Gwendolyn Aghaere, Medicine
Hongying Zhang, Pediatrics
Jun Wang, Family and Preventative Medicine
Nicole Smith, B&F - Research
Nina Lewis, ITS
Regina Daniel, HMO
Robert Migliore, Pediatrics

15 Years of Service (continued)
Tatyana Vikulina, Medicine
Walter Iacullo, Pathology
Wayne Harris, HMO

10 Years of Service
Alyssa Long, Human Genetics
Antoinette Holmes, Continuing Med Edu
Jane Wei, Medicine
Jeffrey Horton, Ophthalmology
Joseph John, Operations
Kevin Clark, Operations
Khairunnissa Karim, Pediatrics
Lornea Harwell, Pathology
Loretta Peterson, Psychiatry
Monica Walker, EMCF
Rosalyynn Blair, Human Genetics
Shanna Mattis, Pediatrics
Twyla Moore, Psychiatry
Wensheng Li, Pediatrics
Xiuju Liu, HMO
Yeqing Cheng, ITS

Note: Individuals listed are 2nd quarter 2015 service award recipients per Human Resources.