Happy February! There is a lot going on these days...First I want to take a minute to say goodbye and thank you to Christie Kuropatwa. Christie transferred to the Department of Medicine where she will serve the Cardiology Division as their Human Resources Associate. Christie worked in the Staff Development office for about 18 months and was an invaluable resource. I wish her well on her journey!

You should already have received the Staff Development Assessment survey in your email. If not, click here to go to the survey. You can watch how many people complete it on the Staff Development home page. The results will guide future opportunities from the Office of Staff Development as well as give us a way to check progress since the first survey in 2009.

See the article below for an opportunity to win a scholarship to attend leadership development classes. These classes range in value from $60-$225. The extended deadline is March 1, 2012.

There are several events coming up:
- March 28 - Women First!
- April 25 - Administrative Professionals Day Symposia (Find more information in this issue of Staff Matters).

If that’s not enough for you, we also have the Leadership Book Club this semester as well as bi-monthly new staff orientations. Watch for special programs for Black History Month (February) and Women’s History Month (March). And the list could go on….

Rising Star Leadership Scholarships

The SOM Office of Staff Development has a limited number of ‘scholarships’ to offer Rising Stars. We have ‘pre-purchased’ seats in several courses offered by Human Resources Learning Services. It is our hope that these ‘free’ courses will allow you to attend leadership development courses that you may not have been able to participate in due to cost. All applicants must complete a short application indicating how the class you are applying for will help you in your career goals, attach a resume, and have a supervisor’s signature.

There is no charge to your department unless you are awarded the scholarship and then don’t attend and don’t cancel in a timely manner. Should that case arise, your department will be charged the rate Learning Services charges for the course.

Individuals can apply for more than one scholarship, but must submit separate applications indicating how each course fits in with their plans. Additionally, winners can only receive one scholarship per fiscal year.

The value of this scholarship ranges from $60-$225 depending on the class. The extended deadline to apply is March 1, 2012.
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation is scheduled for April 30, 2012. All new hires between February 7th and April 30 should attend the orientation, 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.)

Emory’s Eco-efforts

This month begins the 2012 Water Competition. Did you know that the average Georgian uses 100 gallons of water each day? In an effort to diminish wasteful habits, Emory is challenging students, faculty and staff to conserve and reduce water use in an annual water competition.

This year, 71 campus buildings will compete to reduce water use. The winners, in the categories of research, residential, and other buildings, will each receive $1,000 toward a sustainability-related prize. The SOM won this competition last year, which is how we were able to begin our educational garden (see page 7). Imagine what we can do with the funds if we win again this year?

Water-saving tips

• Turn off faucets tightly after each use.
• Listen for leaks and running toilets. Report leaks or running water to Campus Services by calling 404-727-7464.
• When washing and rinsing dishes, fill your container with soapy hot water and then turn off the faucet while you scrub the dish.
• Soak dishes instead of letting the water run while you scrape them clean.
• Designate one glass for your drinking water each day or refill a water bottle. This will cut down on the number of glasses to wash, as well as the amount of plastic going into the waste-stream.
• Wash only full loads in the dishwasher and use the lower level selection.
• Water only when necessary. More plants die from over-watering than from under-watering.

The contest is a continuation of Emory's yearlong exploration of water, which has included art events, special lectures, and more. Sponsored by the Office of Sustainability Initiatives with support from Campus Services, the competition seeks to actively engage the campus community in achieving its sustainability vision of reducing overall water use.

Submitted by: Shelby Smith


Jon Gordon’s The Energy Bus: 10 Rules to Fuel Your Life, Work and Team with Positive Energy is a fun read, packed with positive and constructive tools for interacting with others in the workplace and elsewhere. The book is written as a parable and describes a businessman’s unintentional search, and unplanned discovery, of concepts and actions with which to inspire his work group, increase its effectiveness, and improve his relationships with others.

The ten “rules” include some familiar business mantras but are set against the backdrop of a commuter’s daily ride. They are straight to the point. The book’s intent is clearly evident in rule #1: You’re the driver of your bus. No one can choose your attitude or your energy but you. Other rules highlight desire, vision, focus, enthusiasm, and how to integrate new team members onto your bus. Rule #8, Love your passengers, speaks directly to what team members need from their leaders: make time for them, listen to them, recognize them, serve them, and bring out the best in them. And rule #9, Drive with purpose.

Jon Gordon, a speaker, consultant, and best-selling author, has an Emory connection (Masters in Teaching), and has published 5 other books.

This is an enjoyable book, recommended for those of us who work in teams and want to find ways to reduce negative energy, produce positive results, and multiply the value of those we work with.

Submitted by: Mallard W. Benton
Manager’s Quarterly Tip

Tips and Tricks for Better Time Management

Steve McClatchy, trainer and founder of Alleer Training & Consulting, suggests 10 tips to manage your time (better).

- Learn to Observe Yourself and Others
- Learn to Say No
- Undercommit and Overdeliver
- Use One Time-Management System
- Find a Mentor or Coach
- Get Organized
- Get Motivated
- Turn To Dos into Appointments
- Plan 15 Minutes Every Day
- Become Computer Efficient

To see explanations for these tips, please visit the weblink: www.effectivemeetings.com/productivity/timemanagement/tipsandtricks.asp

HR Learning Services

Spring 2012 Classes:
Emory University Human Resources Learning Services offers a variety of learning opportunities open to all staff. All classes require registration in ELMS.

Some general enrollment classes offered are:
- Communicating with Impact—2/21
- Building Trust—3/22
- Embrace Change—3/8

Managers, Supervisors, and PIs:
HR Learning Services has several upcoming opportunities for you to develop or fine tune your leadership skills. HR offers Learning Tracks, Development Programs, as well as open enrollment.

Examples of these offerings are:
- Setting Expectations
- Managing Performance Problems
- Influential Leadership
- Situational Leadership
- Crucial Conversations

Registration details and a list of all classes can be found on their website: www.hr.emory.edu/learningservices.

Web-based Classes:
You can take classes at your pace; stop and start at your convenience. Each class is $60 for year long access.
Call 404-727-7607 for details.

Search the Catalog in ELMS for Online classes.

Have Ideas for Staff Matters?
Send ideas and feedback to rlehner@emory.edu

Five School of Medicine staff and faculty are being recognized at this year’s Women and Gender Awards Night on February 23, 2012. Please come and support your colleagues. Both of the Relational Mentoring Awards from the President’s Commission on the Status of Women are being awarded to people from the SOM. The two mentoring pairs are:

Louis Burton/Sonia Parra Zuna and Dr. Cassandra Josephson/Dr. Jeanne Hendrickson

Additionally,
Dr. Lisa Flowers is being awarded an Unsung Heroine Award from the Center for Women at Emory.

Be sure to check out the Women’s History Month Calendar for many other exciting events during March.
Taking Charge: Women and Leadership at Emory

What do women in higher education need to know in order to succeed?

An exciting program called “Taking Charge: Women and Leadership at Emory” will answer this question. Taught by leaders from across campus, “Taking Charge” is based upon some of the best practices of the HERS Institute for Women in Higher Education. Emory/HERS alumnæ and some of Emory’s most senior leaders will share what they’ve learned from their own experiences and facilitate networking among Emory women interested in issues related to higher education and professional development.

“Taking Charge” will resume with new programs in December 2011. It is free of charge and open to all women of the Emory community. For more information, please contact Katherine Brokaw at kbrokaw@emory.edu.

Four sessions of “Taking Charge” will meet during the 2011-12 academic year in conjunction with monthly meetings of the President’s Commission on the Status of Women (PCSW).

Fall Semester

1st Session: December 15, 2011 (4:30 PM - 6 PM)
“Structures & Cultures of the University”
Featured Speaker: Dr. Rosemary Magee

Spring Semester

2nd Session: January 19, 2012 (4:30 PM - 6 PM)
“It Takes a Village: Collaboration & Coalitions”

3rd Session: March 15, 2012 (4:30 PM - 6 PM)
“The Future of Emory: Dollars and Sense”
Featured Speaker: Mr. Mike Mandl

4th Session: April 19, 2012 (4:30 PM - 6 PM)
“How to Get Where You’re Going: Careers, Networks, Mentors and Goals”

Location for all sessions: Jones Room, Woodruff Library
Staff Member Spotlight

I have had the pleasure of being employed with the Division of Animal Resources at Emory University for five years now. My role in the DAR is two-fold as the HR Representative and Cost Accountant. My work in cost accounting labor and supplies helps our department create rates for research in the School of Medicine. This is a departure from the beginning of my career in the United States Marine Corps, where I spent six years traveling to a number of countries around the world, and is fulfilling all the same.

I am continually surprised with the unlimited opportunities for students, staff, and faculty at Emory. I love the fact that there are so many opportunities where you can contribute to campus life personally and professionally. This year, I have taken a more active role on Emory’s Employee Council as President-Elect. We believe in supporting Emory staff and have identified an interest on the part of staff members where they would like to take advantage of the different opportunities here at Emory. This year we are focusing on “Emory Engagement”, a project which encourages staff to get involved here on campus. I feel passionately about contributing where I can, and it’s a great feeling to have the ability to assist others. To learn more about and grow with the University through the Employee Council, visit www.employeecouncil.emory.edu.

Last year, having assisted in the creation of Emory’s Hardship Fund was a personal achievement. The funding is through 100% donations and has been a source for over $30,000 in grants to Emory’s staff and faculty who have suffered a catastrophic event, resulting in a financial hardship. For information regarding Emory University Hardship Fund, you can visit www.emory.edu/hardshipfund.

Here in Atlanta, the humanitarian side of me keeps me busy, especially where there are so many local groups. One particular passion is the abolishment of modern day slavery. This issue continues to be a growing problem, and I will always be passionate to this fight and any other cause where I can make a difference in someone else’s life.

Personally, I feel so blessed to be so involved at Emory and then to come home to my son, who will turn three on the 4th of July! An environment where you, as an individual, “count” is always a good place to be, and that’s why I love Emory.

Administrative Professionals’ Day—Save the Date

Calling all SOM and Emory Healthcare Administrative Professionals! The 4th Annual SOM/EHC Administrative Professionals’ Day Symposium is scheduled for April 25th. There will be a nominal $25 charge for this program to cover food and other expenses. As in past years, there will be a morning session and an afternoon session to allow more flexibility with your schedule.

The theme for 2012 is Finding Balance. Paula Gomes (FSAP) will give the keynote on the importance of finding balance in our lives. Each participant will attend 2 of the 3 breakout sessions: Wills and Trusts (making your wishes known can lead to more peace and balance in your life); Mediation/Conflict Management*; and Mind/Body Connection.

There will be delicious food, small giveaways, and lots of networking. Mark your calendar today and watch for publicity in the near future.

For the next issue, please send Rachelle Lehner (rlehner@emory.edu) the name of someone you would like to see highlighted in Staff Matters! This is your newsletter; make it meaningful to you!

Kathy Troyer

*This topic still being finalized.
Upcoming SOM Diversity Programming

Women First!

March 28
2:00pm-3:30pm
School of Medicine Building 110
(1646 Pierce Drive NE, Atlanta 30322)
Free of charge, open to the entire Emory Community

Second Annual Women's History Month program honoring the accomplishments of School of Medicine-associated women who were/were the first in their field/program/area of study.

This year’s featured women are:

Dr. Carolyn Meltzer and Dr. Rogsbert Phillips

Dr. Meltzer is well known for her expertise in translational imaging methods, including developing and validating MRI-based partial volume correction algorithms for PET. She is currently the William P. Timme Professor and Chair of Radiology and Imaging Sciences, and Associate Dean of Research at Emory University School of Medicine.

Dr. Phillips is a general surgeon and fellow of the American College of Surgeons specializing in breast surgery. She graduated from Columbia University School of Medicine in 1977 and in 1982 became the second woman and first African-American woman to successfully complete Emory University's surgical program.

Please join us as these remarkable women share their stories and answer your questions.

FACULTY and STAFF - PLEASE REGISTER IN ELMS; STUDENTS CONTACT Rachelle Lehner (rlehner@emory.edu)

Emory University encourages the full participation of individuals with disabilities in all aspects of campus living and learning. If accommodations are required, please contact Rachelle Lehner (rlehner@emory.edu) immediately so arrangements can be made.

Questions? Contact Rachelle Lehner (rlehner@emory.edu)

Sponsored by the School of Medicine Office of Staff Development

Emory is Tobacco Free

Smoking is now only permitted in the temporary smoking zones. For more information click here: Read more.
You can also visit these resources:
- Download smoking zone map
- View descriptions of the smoking zones

Remember, enforcement is everyone’s responsibility. To assist students, faculty and staff in approaching smokers on campus, sample scripts and training videos have been developed.
View Sample Scripts and Training Videos

Did you know….


Remember: The first Wednesday of the month is Emory's Emergency Notification System monthly test. If you are not receiving notifications, via text and/or email, contact the Office of Critical Event Preparedness and Response.
Ergonomics Center

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.

Give it a try!

Arranging Your Workspace
If possible, arrange your tools around your desk so that you minimize the distance you have to reach for them. Divide your workspace into three zones:

- Primary work zone - the distance from elbow to hand.
- Secondary work zone - within arm's reach. Use this zone to position those items that you use frequently, but don't need all the time.
- Reference zone - outside arm's reach. Use this zone for your least-often used items.

[source: http://www.medword.com/ergonomics.html]

Award of Distinction

Each year, the Emory University Award of Distinction Program recognizes 10-15 university employees who have made outstanding contributions to the Emory Community. Honorees are recognized at the Awards of Distinction Dinner and receive a $1,000 award.

Nomination Process

Nominations may be made by faculty, staff or supervisors and require the endorsement of the head of the department/school/division in which the nominee works. Nominations received in Human Resources after the February 17, 2012 deadline will not be considered.

A department/school/division may submit one nomination for every 50 Full-Time Employee regular staff. All nominations must be typed and limited to 500 words.

We invite nominations for employees who have consistently demonstrated outstanding job performance and who have made contributions during the previous calendar year towards Emory’s goal of becoming a destination university.

For details and nomination categories click here.

SOM Garden ~ Spring Planting and Upcoming Dedication

Spring will soon be upon us, and it will be time to plant in the School of Medicine garden, which is located between the School of Medicine Building and Woodruff Health Sciences Center. If you would like to help plant in the garden, please email Shelby Smith at shelby.smith@emory.edu. There are many volunteer opportunities, as we will be planting after business hours and during the lunch hour. Please also watch for more information on the dedication of the garden in April.
Staff Matters

Computer Tip of the Quarter

Shortcuts come in handy! Here are a few common shortcuts:

- Copy selected text: Press Ctrl+c
- Cut selected text: Press Ctrl+x
- Paste selected text: Press Ctrl+v
- Bold text: Press Ctrl+b
- Italic text: Press Ctrl+i

For more obscure shortcuts, check out the many websites such as:

For example, you will find a shortcut in MS Word for increasing or decreasing font size, changing the font, and creating a page break.

There are also shortcuts in the other MS Office products.

Cost Savers

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

☑️ Receive $10 worth of laundry coupons from Febreze
http://www.newfebreze.com/coupons/

☑️ Become an Arby’s insider and you will receive a free Roast Beef Classic Sandwich with purchase of a drink. You also will receive a free surprise on your birthday. https://www.arbys.com/special-offers.html


CPR Classes Offered

AHA Basic Life Support for Healthcare Providers

Basic Life Support courses are offered on dates throughout the year, including: February 8th and February 15th, 8:30 AM – 12:00 Noon, School of Medicine, Simulation Lab B27.

To register: sign into the Emory Learning Management System then select Search Catalog > Enter CPR > choose the class date that works best for you.

For complete schedule and information go to www.ocr.emory.edu/Education & Outreach/Courses/ or contact the OCR Office: 404-778-4960

Safe Space Training

Want to raise your awareness and increase your knowledge of queer issues and concerns? Attend a 3.5 hour training and learn how to put what you learn into action. Trainings are open to faculty, staff, and students.

Training dates for the spring are:
- Wednesday, Feb. 15th, 1-4:30pm
- Thursday, March 8th, 9am-12:30pm
- Friday, April 27th, 9am-12:30pm

For more information or to register, visit our website, www.emory.edu/CAMPUS_LIFE/LGBTOFFICE/safe_space.php.
Time Saver

Tired of being on hold? An article on February 2, 2012 from digitaltriad.com (Greensboro, NC) provides resources to save you time when calling companies for service.

Two resources mentioned are: www.gethuman.com and www.fastcustomer.com.

Here is an example:

I typed in Comcast and this is the result I got:

Give it a try! I’ve spent way too much time on hold with Comcast! I know I will certainly check out other companies as I need them.

Congratulations!

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

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

35 Years of Service
Joe Jean Borowski, Orthopaedics
Pamela Bryant, Pediatrics
Barbara Ward, ACTSI

30 Years of Service
Margie Jones, Radiology

20 Years of Service
Nancy Ciliax, Neurology
Toni Edwards, ACTSI
Craig Heilman, Neurology
Martha Howard, Radiology
Linda Johnson, Fam & Prev Med
Paula Massey, Medicine
Eileen Osinski, Medicine
Mostafizur Rahman, Pediatrics
Sheila Wagner, Psychiatry

15 Years of Service
Janet Cellar, Neurology
Barry Clark, Surgery
Charles Coleman Jr., Psychiatry
Loretta Foye, Pharmacology
Johnetta Holcombe, Fam & Prev Med
Christopher Jowers, HMO
Jennifer Perry, Animal Resources

10 Years of Service
Marian Apomah, GYN OB
Jamila Beasley, Radiation Oncology
Nakita Brown, Fam & Prev Med
Marilyn Clayton, Micro/Immunology
Debora Clem, ACTSI
Vijaya Dhulipala, Micro/Immunology
Christine Miller, Pathology
Kendra Moore, GYN OB
Herbert Passauer, Biochemistry
Claude Reese Jr., Animal Resources

Jameel Sabir, EMCF
Arlene Sanders, Medicine
Betsy Stein, Medicine
Tanisha Sullivan, Medicine
Belay Tekeste, Pathology
Erik Thurman, Animal Resources
Janice Townsend-Priestley, Orthopaedics
Leonid Trebelev, Animal Resources
Lisa Yarn, Pediatrics

Note: Individuals listed were 4th quarter 2011 service award recipients per Human Resources