Where has January gone? I hope each and everyone one of you took some time off this winter to refuel and reenergize for the coming year. There is so much happening in the coming months, I don’t know where to start!

The 2011 SOM Staff Development Council got of to a great start with a day-long training session in January. Soon, you will be able to see who your department’s representative is on the Staff Development webpage.

As always, this issue brings you information on many upcoming programs – both those sponsored by the SOM and those sponsored by others in the University. We are all so fortunate to work at a University and in a city that has so much to offer! In addition to this newsletter, be sure to watch News You Can Use (from HR) and other e-publications to see what opportunities are available.

March brings two big programs – the Department of Health and Human Services and Office of Civil Rights will be here doing a program called Stopping Discrimination Before it Starts: The Impact of Civil Rights Laws on Health Care Disparities on March 22. On March 23, we will be hosting a program called Women First! Read more about these programs in this newsletter.

Finally, we have started a small leadership library. In each Staff Matters we will list the books available for check out.

Happy 2011!

Staff Development Council

The SOM launched a Staff Development Council in January 2009 to facilitate communication across departments and to develop school-wide initiatives.

Representatives from each department serve on the Council which meets bi-monthly and they graciously contribute additional time and energy working on special projects between meetings. Without the assistance of the Council, the Office of Staff Development would not have the personnel resources to serve you, the staff.

Some of the many accomplishments to date include staff appreciation events, diversity programming, staff retreat facilitation, SOM New Staff Orientation, leadership development for middle managers, discussion listservs for two groups of SOM staff: administrative professionals and clinical research coordinators, and so much more.

The Office of Staff Development is here to serve you. Feel free to contact Rachelle Lehner, PhD (Assistant Dean for Staff Development) or your department representative if you have any questions or information to share.

*Coming soon: Check the Staff Development website for the name(s) of your department representative.
Staff Matters

New Staff Orientation Update

The next School of Medicine New Staff Orientation is scheduled for April 13, 2011. All new hires between January 25th and April 13th should attend, as well as any temporary employees with intended assignment length of 3 months or longer.

Register in ELMS—Search > SOM Orientation. (It is not necessary for Post-Docs to attend this Orientation, as there is specific on-boarding/orientation for Post-Docs.)

CPR Classes Offered

AHA Basic Life Support for Healthcare Providers
The Office of Clinical Research can assist Emory University research staff in completing CPR certification, which is required for credentialing at Emory Healthcare. The BLS Healthcare Provider Course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner.

BLS courses are offered on dates throughout the year, including: Feb 9th, March 9th, April 13th and May 11th. 8:00 AM – 12:00 Noon, School of Medicine, Simulation Lab B27.

To register: sign into the new 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

Have Ideas for Staff Matters?

Send ideas and feedback to rlehner@emory.edu

HR Learning Services

Spring Class Offered 2011:
Emory University Human Resources Learning Services offers a variety of learning opportunities open to all staff. All classes require registration in ELMS. Registration details and a list of 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.
Walk-in Flu Shots!

**Flu shots on walk-in basis at Student Health Services for students, faculty and staff beginning 1-31-11**

As you may know, influenza has now arrived (big time) on the Emory campus. However, it is STILL NOT TOO LATE to get a flu shot. Once influenza enters a community, it stays around for 6-8 weeks or more, passing person-to-person. Flu shots become maximally protective after 2 weeks and may provide some partial protection earlier. This year, the CDC is recommending flu shots for all persons over 6 months of age. So if you are not yet vaccinated, the time to get a flu shot is now.

Flu shots will be offered to Emory students/faculty/staff on a **walk-in basis** from January 31 – February 28, 2011:

- **Monday-Wednesday-Friday**
- **10:00 am to 4:00 pm**
- **Student Health Services**
- **1525 Clifton Road, Second Floor**

**Shots are free for benefits-eligible Emory University employees**, and $26 for non-Emory students and non-Emory employees over the age of 17 years (no children). Your Emory ID and personal insurance card are required for verification.

For more information about influenza vaccinations and prevention, please visit the Faculty Staff Assistance Program at: [www.fsap.emory.edu](http://www.fsap.emory.edu) or the Student Health and Counseling Service website at: [www.studenthealth.emory.edu](http://www.studenthealth.emory.edu) or call FSAP at: 404-727-4328.

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**WE DID IT!**

The School of Medicine and Whitehead buildings were awarded the Building Water Competition Winner!

Overall, the competition resulted in 414,000kWh saved, a reduction of 317 tons of CO₂ emissions, and 54,000 gallons of water saved over last year. The result was a $30,500 drop in utility costs for Emory.

Congratulations to this year’s winners. Each building will receive $1,000 towards a sustainability-related prize of its choice.

“As part of a commitment to positive transformation in the world, Emory has identified sustainability as one of the University’s top priorities.” *Sustainability Emory’s website*
Safe Space Training

Beginning January 2011, the Office of LGBT Life will offer hour-long continuing education opportunities that will focus on various areas of the queer community. Even if you have not completed Safe Space training, we encourage you to attend. Lunch and Learns include:

*February 24th - 12 noon
  Queer Student Experiences at Emory
*March 31st - Time TBA
  Transgender 101: Exploring Sex and Gender
*April 20th - 12 noon
  Exploring the Needs of Queer Students of Faith, Queer Students of Color, and Transgender Students at Emory

Bring your lunch and bring a friend!

Also, Safe Space training, will be held:

February 17th - 1pm-4:30pm
March 9th - 9am-12:30pm
April 11th - 1pm-4:30pm

You can register online at: www.emory.edu/CAMPUS_LIFE/LGBT_OFFICE/safe_space.php.

If you have any questions, please contact Danielle Steele at dmsteel@emory.edu.

Grady Days

Rachelle Lehner, PhD, Assistant Dean for Staff Development, will hold office hours at Grady 9:10am-1:00pm the first Tuesday of each month.

Check monthly for location within FOB. Rachelle will be available for one-on-one professional development consulting, manager/supervisor consulting, training, and more.

Stop by or schedule an appointment with Rachelle (rlehner@emory.edu).

SAVE THE DATE!!!

Stopping Discrimination Before It Starts

The Impact of Civil Rights Laws on Health Care Disparities

The Department of Emergency Medicine, School of Medicine Dean’s Office, Law School, and Office of Community & Diversity

March 22, 2011
10:00am-2:00pm; WHSCAB Auditorium

Roosevelt Freeman, Regional Manager, HHS/OCR
Chris Griffin, Associate Regional Counsel, HHS/OGC
Benedict I Truman, MD, MPH, Associate Director for Science, Epidemiology and Analysis Program Office, Office of Surveillance, Epidemiology, and Laboratory Services – Centers for Disease Control and Prevention

CDC Health Disparities and Inequalities Report, United States 2011

R.S.V.P. in ELMS: Search > Stopping Discrimination
(Course code 250046-3881)

Questions? Contact: Rachelle Lehner, PhD (rlehner@emory.edu), Ani Satz, JD PhD (asatz@emory.edu), Sheryl Heron, MD, MPH (sheron@emory.edu)

Your Voice Matters

In the last issue of Staff Matters you read about the Employee Council and the three President’s Commissions. Here are a couple of announcements from these groups:

Emory University Town Hall with President Wagner
sponsored by Employee Council—March 15, 10am-2pm at Tull Auditorium (Law School). The theme is Emory would be better if…Go to www.employeecouncil.emory.edu to complete the statement. President Wagner will review the comments and incorporate into his talk.

The three President’s Commissions are gearing up for a membership drive. Come to a meeting, visit us at Wonderful Wednesday, or attend an information session. Watch for details, dates, and deadlines in your email. See the October Staff Matters for links to each Commission. All meetings are open to the Emory community.
Staff Member Spotlight

Nandi Ali is a Program Coordinator in the School of Medicine Dean’s Office/Faculty Administration. She has worked at Emory for six years, including three years in her current position.

When asked about her key responsibilities, Nandi replied, “Faculty Administration is responsible for appointing faculty in accordance with the Statement of Principles Governing Faculty Relationships. One of my key responsibilities is to ensure that requests abide by these guidelines. I help to make this process run more smoothly by previewing these requests from the department level and ensure that these requests meet most requirements by the time it gets to the executive level in the Dean’s office.” An exciting current project Nandi is involved with concerns developing an electronic process for submission and approval of requests for appointments.

Nandi’s favorite thing about working at Emory is its many offerings/opportunities. “I love learning and new concepts and innovations. Emory is at the forefront of several innovations, not only in healthcare, but in all disciplines. I am glad that I am able to be in a place where anything that I may be interested in, is at arm’s length.”

Nandi graduated from Spelman College, with honors, with a degree in English. She served in the U.S. Army as an enlisted soldier and was commissioned as an officer through the ROTC program at Georgia Tech and Morehouse College. Nandi also attended law school at the University of Miami. She says she has “a daughter, 15 years old, and a son, 13 years old. My son is autistic.” She really enjoys reading, learning new things, language learning, learning about various cultures, football, running, gaming, laughing, and mind-body wellness, to name a few.

Health & Wellness Survey

Be on the lookout for the Faculty Staff Assistance Program’s Health and Wellness Survey in the coming weeks. Your feedback is valued and will be used to improve services to enhance your professional and personal well-being.
**TIME TO GET COOKING!**

Exclusive Discount Offer for Emory Healthcare & Emory University Employees!

Emory employees receive a 15% DISCOUNT on cooking classes at The Cook’s Warehouse.

Have lots of fun as you learn to cook healthy and delicious meals for yourself, family and friends!

**Leadership Book Club**

Designed for mid-managers, each semester we will read and discuss a short management book. After reading the book, you will attend three one-hour brown bag lunch-and-learn discussions about the book.

This Spring we’ll read **QBQ! The Question Behind the Question** by John Miller.

This session is full but keep an eye out for registration for the next session.

If you have questions, please contact Christie Kuropatwa (ckuropatwa@emory.edu).

**Staff Development Library**

The Office of Staff Development now has a lending library! It is small but growing—current books available:

*Getting Things Done - The Art of Stress-Free Productivity*
By David Allen

*Make Their Day! - Employee Recognition that Works*
By Cindy Ventrice

*Monday Morning Leadership - 8 Mentoring Sessions You Can’t Afford to Miss*
By David Cottrell

*Zapp! Empowerment in Health Care*
By William C. Byham

If you are interested in borrowing a book, contact Christie Kuropatwa to arrange to check out.

**Cost Savers**

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

Callaway Gardens is offering FREE admission through the Feb. 28th! Check it out at: www.callawaygardens.com/

In the last issue we told you about www.woot.com/ for daily item deals but did you know there is a Woot for kids? http://kids.woot.com/

Check out www.3gbdeals.com for deals in Atlanta!

**W³ Challenge**

Way to go SOM! After a late, nay icy, start, the W³ Challenge is well underway. We have an estimated 190 energized participants throughout main campus and at Grady.

With the week of closure due to snow and ice and the School of Medicine spread far and wide, Faculty Staff Assistance Program (FSAP) has worked very hard to ensure we are still able to get the full experience and benefits of the challenge.

We will announce the winners on the Staff Development Website following the W³ Challenge celebration in April.
Ergonomics Center

As introduced in October’s issue: Ergonomics are defined by Wikipedia as: “the science of designing jobs, equipment and workplaces to fit workers. Proper ergonomic design is necessary to prevent repetitive strain injuries, which can develop over time and can lead to long-term disability.”

Ergonomics is employed to fulfill the two goals of health and productivity. The subject of ergonomics is extremely broad. We will focus on common office and lab related equipment and activities that most of us engage in daily. Habits are hard to break so we will be providing helpful hints in our Ergonomics Center. Even if you are adjusting only one way you do something, you are helping yourself and that’s what matters.

Helpful Hint: Stay Hydrated!

Drinking water is not usually what we think of when we think of Ergonomics, though it is an essential component of joint, eye, and muscle health. While the temperature is quite cold, we tend to drink hot drinks like coffee and caffeinated tea. We also find ourselves indoors with reconditioned, heated air. Be sure you are rehydrating during the day to make up for the dehydrating effects caffeine and heat can have on you.

Taking Charge: Women and Leadership at Emory

This new program is free and open to all women in the Emory community, and is based upon some of the best practices of the curriculum from the HERS Institute for Women in Higher Education Administration. The four workshops that comprise Taking Charge will address the over-arching question: “What do women in higher education need to know in order to succeed?”

All sessions held in the Jones Room of Woodruff Library.

Remaining Sessions:

3rd Session: February 17, 2011 (4:00-5:30 pm)
Title: “Networking & Mentoring”
Panelists: Betty Willis, Donna Wong, and Kara Robinson

4th Session: March 17, 2011 (4:00-5:30 pm)
Title: “Goals & Career Management”
Panelists: Laurie Patton and Sita Ranchod-Nilsson

Come learn from some of the top women leaders at Emory!

If you have questions about the Taking Charge program, please contact Tiffany Worboy at tworboy@emory.edu.

Emory Research Resources

Emory Research Career Fair
April 15th 9am-4pm
Student Activity & Academic Center
(Clairmont Campus)

Look for more details from your HR Rep!

Clinical Research Staff: Did You Know?

The Office of Staff Development has created a listserv for Clinical Research staff to network, share knowledge, and support one another.

Not on this list? Go to: listserve.cc.emory.edu and find CRCDISCUSS

Contact Christie Nichols Kuropatwa with any questions.

Emory Research A to Z (ERAZ)

ERAZ is a newly formed forum for discussing issues in research administration, highlighting new policies and procedures, disseminating research administration best practices, education and networking. These meetings are hosted by the OVP of Research Administration and will be presented by the central office administration.

Dates: The third Thursday of every other month (Odd Months)
Time: 9:30 am - 11:00 am
Place: Winship Ballroom, Dobbs University Center (DUC)

Topics: Research A to Z. Topics for each meeting will vary, and will be sent out the week of the meeting.

Who should attend? Any individual working with any aspect of research administration.

A website with this information will be added to the ORA website shortly, and will include notes from past meetings. To be added to the ERAZ listserv, please contact Melissa Kuskie (mkuskie@emory.edu).
March is Women’s History Month

*SOM Presents: Women First!

March 23 - 1:15pm-2:45pm
School of Medicine Building 110 (1648 Pierce Drive NE, Atlanta 30322)
Free of charge; open to the entire Emory Community

An inaugural Women’s History Month program honoring the accomplishments of School of Medicine-associated women who are/were the first in their field/program/area of study.

Dr. Cendales helped organize the team that performed the first U.S. hand transplant in 1999; is a pioneer in Vascularized Composite Allotransplantation (VCA), the transplantation of limbs and other body parts; and is the only surgeon in the U.S. formally trained in hand, microsurgery, and transplantation.

Dr. Wenger is one of the first to study heart disease in women. She was one of Time magazine’s “Women of the Year” in 1976 and she was appointed chief of cardiology in 1998.

Featuring: Dr. Linda Cendales and Dr. Nanette Wenger
R.S.V.P. at: ELMS > Search for Women First.

Congratulations!

The following staff members have served the School of Medicine for 45, 40, 35, 25, 20, 15 or 10 years respectively! Thanks for all you do (and have done) for the School of Medicine!

45 Years of Service
Dianne Harris, ACTSI

40 Years of Service
Francine Hollowell, Radiology

35 Years of Service
Larry Wagner, Cont. Med Education

25 Years of Service
Debra Ann Duke, Biochemistry

20 Years of Service
Thomas C. Arnold, Medicine
Robin Chapman, Pediatrics
Rena Marie Guzman, EMCF
Eldrida Carter Randall, HMO
Giesla A. Rodgers, Radiation Oncology
Cheryl Overton Sroka, ACTSI
Catherine S Taylor, Human Genetics

Susan Henney Voss, Pathology
Sharron Paige-Whitaker, Psychiatry

15 Years of Service
Jonathan Weldon Adams, Medicine
Joan M. Adamson, Medicine
Christopher D. Braithwaite, Radiology
Kimarie Ann Bugg, Pediatrics
Diana Acosta Krause, Rehabilitation
Juan Li, Physiology

10 Years of Service
Vaneita Adams, Medicine
Laurie Asherman, Grady
Erica Caplan, Biochemistry
Kathryn Cobb, Physiology
Connie Coralli, OMSA
Gayla Eppinger, Pediatrics
Shelia Hicks-Neal, EMCF

Marsha Howard, Div. of Animal Resources
Laila Ismail, Orthopaedics
Adelbert James, Pathology
Weimin Lu, Emergency Medicine
James Wesley Manning, IT Services
Janet Martin, Pediatrics
Rosa Miles, Pathology
Stephen Todd Mills, Medicine
Aimee Moynihan, GYN/Ob
Melanee Newman, Neurology
Marvin Newton-West, Dermatology
Russell Olsen, Radiation Oncology
Ami Rosen, Neurology
Adrain Smith, Pathology
Deborah Stout, Neurology
Janice Tinsley, Pediatrics

Note: individuals listed were 4th quarter 2010 service award recipients per Human Resources