Well it is not officially Summer, but with the semester ending and the temperature rising it certainly is beginning to feel like Summer!

In this issue of Staff Matters, learn about a new award just for SOM staff. While the award requires that you be nominated—there is no shame in asking someone who knows your work to nominate you! Also, check out the two special events: Staff Fest, sponsored by the University Employee Council on May 18th and a special “Summer Social” for SOM Staff Members sponsored by The Office of Development and Alumni Relations on June 6th.

As always, you will find the Ergonomics Center, Computer Tip of the Quarter, Cost Savers, Manager’s Quarterly Tip, and the Staff Spotlight in this issue. Additionally read about two SOM individuals who were recognized with the University’s Award of Distinction. Remember, this is your newsletter. Please send in suggestions, book reviews, cost savers, department accomplishments (as related to staff), etc. All contributions will be considered for future issues of Staff Matters.

I hope each of you has a wonderful summer—whether it is your busy period or your slow period at work. Be sure to take some time to care for self and re-energize so that you can be your best self at work and at home.

Staff Award—Above and Beyond!

To keep our focus on the amazing accomplishments of the SOM staff, the Office of Staff Development and the SOM Staff Development Council have developed a staff award for staff that have gone “above and beyond.”

The Above and Beyond award is to recognize and honor staff within the SOM who, through their exceptional performance demonstrate outstanding acts of character, including integrity, passion, teamwork, productivity, and cultural diversity. The award winner(s) will have consistently distinguished themselves above and beyond position requirements in service that positively impacts the SOM, their Department, and/or the University.

All regular full and part-time staff employed in the SOM for at least 12 months and in good standing are eligible. SOM Staff Development Council members are not eligible. Award recipient(s) will receive a small monetary award, a framed certificate, and their name and year of their award will be placed on a permanent plaque in the SOM Building. The winner(s) will be announced at SOM Staff Appreciation Event in August.

Nominate someone today!

The application can be found on the Staff Development website.
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation will be held in July 2012 (date to be announced). All new hires between April 30th and the date of the 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.)

And the award goes to...

Congratulations to T. Cameron Van Tran (Department of Medicine) and Marsha Howard (Division of Animal Resources)! These two deserving individuals were among the 12 University Employees recognized with Emory University’s 2012 Award of Distinction.

As part of Emory University’s strategic initiatives, the University is committed to being a place where scholars work collaboratively, achieve intellectual goals within our diverse cultures and our varied physical environments, and confront the human condition with human experience directly. Cameron Tran, as the Senior Research Project Coordinator for the Clinical Research Core (CRC) of the Emory Center for AIDS Research (CFAR), has made an impact in each of these areas. Among his responsibilities are the coordination and management of the patient specimen repository, support of pilot projects for CFAR investigators, and to represent the Core to the community and other research entities.

Prior to his arrival the HIV clinical research efforts of the University were scattered among four sites in the Atlanta-metro area, characterized by little cooperation and little intellectual engagement across sites. There was a lack, therefore, of collaborative, scholarly engagement and there was a strong sense of both intellectual and physical separation.

Cameron started a program to tie the four clinical research sites together both intellectually and across physical distance as much as possible. He began to facilitate the development of new research efforts among established investigators and to foster new investigators. An outstanding example of this success is the monthly TRIG meeting (Translational Research Interdisciplinary Group). These meetings are very successful and provide the opportunity for junior investigators to present research proposals and get constructive feedback and direction from senior investigators. Physicians and researchers attend in person as well as via telephone and Adobe Connect. Cameron has been resourceful in acquiring the appropriate technology at a reasonable price and in battling an often challenging physical environment to make these meetings a success. In this effort and many other similar efforts, Cameron doesn’t simply do

Staff Fest T-Shirts

Staff Fest shirts are conveniently available for purchase in the SOM Staff Development Office (SOM 418). Shirts may be purchased with exact cash or check made out to Emory University.

$7.00 for small, medium, large, x-large
$8.50 for 2X, 3X, 4X.

Shirts are also available in the 1599 building.

Don’t forget! Staff Fest is Friday May 18th! For a ‘giving back’ twist this year, instead of going out and providing direct service to the community, there are several collections occurring...consider donating items as you are able:

◊ Non-perishable food items
◊ School Supplies

Have Ideas for Staff Matters?

Send ideas and feedback to rlehner@emory.edu

Continued on page 8
Manager’s Quarterly Tip

Encourage questions! Answers provide closure to issues, but questions—good questions—encourage courageous exploration, thinking outside the box, and new and innovative ways of working.

How can you encourage questions? Support (and model) trusting intuition, being curious, and acknowledging the ‘pink elephant’ in the room. This doesn’t give employees the leeway to act strictly on intuition, however, it does encourage them to listen to their intuition as they are questioning and evaluating situations. This is also known as somatic knowing—we all have that “gut instinct” but most of us have learned to ignore it. Relearning how to listen to ‘that feeling’ can encourage us to go in new directions—and can hold us back if we are getting too close to the edge. Ask, “what does this twinge mean? What is my gut trying to tell me?”

Curiosity allows us to think and do things in new ways—it is asking “what if” questions. And the pink elephant? We all know it is there, but we tend not to talk about it. It is more productive to discuss the pink elephant and find creative ways to deal with it than to ignore it. Ask each other about ways to address it, ways to find the good in it, etc.

Give questioning a try and let me know how it works for you.

Cost Savers

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

Have you ever opened your wallet and thought where did that $100 dollars go? Most of us don’t even realize what our daily spending adds up to. Social spending situations—dining out, grabbing drinks with friends are some of the places that your money disappears into thin air. Take a cash sabbatical. Go a day or more without spending any cash or using your credit card. This exercise will help you work through your sale stockpile. Getting all these great deals with coupons will only be productive if you use everything. Remember sales come around every six to eight weeks so even if you use your stockpile you will be able to replenish it soon. What this will also do is make you use your products that are getting close to expiring. Dealing with money can trigger many emotions like anxiety and greed which makes it hard to get perspective. So from time to time when you arrange a day

HR Learning Services

Web-based Classes
Self-directed learning just got a bit easier. You can take these classes at your pace; stop and start at your convenience. Each class is $60 for yearlong access. Call 404-727-7607 for details.

- Taking Charge of Your Development
- Making Meetings Work
- Developing Others

DOM Gives Back...

Drs. Jonathan Flacker, Wayne Alexander (Chair of the Department of Medicine), Ted Johnson (our Division Chair—my boss), Wilson Holland, Camille Vaughan and Linda Clarke

The Hunger Walk/Run 5K, which was held on March 11 at Turner Field, served as the perfect launch event for the Department of Medicine’s (DOM) Project M-PACT annual department-wide sponsored event. The event raises money to help eliminate hunger and poverty and the DOM chose to support the Atlanta Community Food Bank with all donations. Key event highlights, include:

- Over 150 registered
- $7,182 raised by the DOM
- The Division of Geriatric Medicine and Gerontology received the first annual Chairman’s Cup with nearly 50% division participation
- And Linda Clarke, Division of Geriatric Medicine and Gerontology, raised over $700 [update: $1,235] as an individual!

Way to go Department of Medicine!
Welcome to Staff Fest 2012

Staff Fest is a special event for Emory University employees and administrators which occurs on the first Friday after commencement. During this time of year we celebrate Staff Fest by taking a break from our busy work schedules to recognize and show appreciation for the hard work, dedication and support our employees provide the university.

Emory’s leadership supports Staff Fest as a way to recognize staff for their contributions throughout the year. So, please plan on attending and participating in the Fun Run/Fun Walk in the morning, the Volleyball Tournament, Emory Information Central or just dancing as the DJ spins his records. It will be a fun opportunity to connect with friends and enjoy a spring afternoon on the Quad.

The main event will be 1PM – 3PM on the Quad and we will be serving refreshments (popcorn, ice cream, frozen fruit bars, smoothies, assorted beverages and MORE).

**Emily Information Central**

Staff Fest 2012 will provide an opportunity for you to learn more about Emory University through Emory Information Central. Here you can get information on how to get more involved at Emory and in the community, how to get discounts at Emory’s fitness centers, how to save money through Sparkly, and so much more. Visit the website starting May 7th for a complete listing of participating groups – [www.emory.edu/staff_fest](http://www.emory.edu/staff_fest).

**Staff Fest 2012 T-SHIRTS**

Get your 2012 Staff Fest T-Shirt!

* T-Shirts will be available for purchase starting in May.

**Fun Run/Fun Walk**

Join your co-workers May 18th, and Walk or Run in the kickoff event for Staff Fest 2012. Participants will meet at the Clifton Road entrance to Lullwater Park. The two-mile run starts at 10 AM, with the one-mile walk following at 10:30 AM. Register online at [www.emory.edu/staff_fest](http://www.emory.edu/staff_fest) for this event.

**Volleyball Tournament**

Are you and your co-workers competitive in nature? If so, GREAT. Due to the high interest in the Volleyball Tournament, we can now accommodate 20 teams as there will be two (2) courts. There is a limit of 10 players per team (no more than 6 on the court at a time). Refereed games will take place from 11AM until 2PM. Each participant must bring a completed and SIGNED WAIVER form. Please have your Team Captain register on behalf of your team members. Register online at [www.emory.edu/staff_fest](http://www.emory.edu/staff_fest) for this event.

**Servicing the Community**

Would you like to make a difference in somebody else’s life? If so, Employee Council and Volunteer Emory are sponsoring a “Food Drive” supporting the Atlanta Food Bank and a “Back to School” Drive supporting the Samuel L. Jones Boys & Girls Club.

Please bring your non-perishable food items and school supplies to the Employee Council table during Staff Fest 2012. To view a listing of requested items, please visit [www.emory.edu/staff_fest](http://www.emory.edu/staff_fest).

For more information about this serving the community effort, contact Jonetta James at 404-712-8257 or jiamcs6@emory.edu.

Together, we can make a difference.
The Staff Member Spotlight is a regular feature of Staff Matters to introduce you to colleagues across the School of Medicine.

Karen V. Wallace is an Administrative Assistant at the Emory Autism Center on the Clairmont Campus. A native of New Jersey, she has been employed at the Emory Autism Center since 2002. Some of Karen’s key responsibilities include supporting Dr. Steven Levy, Executive Director of the Emory Autism Center and Dr. Gail G. McGee, Director of the Walden Early Childhood Programs. Other responsibilities in Karen’s job include: creating an employee newsletter to strengthen communication at the Emory Autism Center, organizing celebratory events such as birthday parties and promotions, etc., serving as liaison to internal and external departments – (she is the go to person for anything administrative), processing travel reimbursements on COMPASS, and much, much more.

Karen was the 2011 Team Captain for the W3 Challenge (Weight Loss at Work for Wellness) Competition (her team won!). Her favorite thing about working at Emory is that it offers many opportunities for advancement and professional development. For example, she graduated with Cohort 6 from the Administrative Professionals Program.

Karen’s hobbies include traveling, photography, writing, vintage shopping, decorating and gardening. She really enjoys spending time with her husband and children, and she has a new grandbaby, Nyla.

About the Emory Autism Center:
The Emory Autism Center serves persons with autism of all ages, beginning treatment when children are as young as 15 months of age through adults. The overarching philosophy of the Center is that persons with autism progress most effectively when they learn in an inclusive environment. Thus, the programs emphasize interactions with typical peers and engagement with each person’s larger community. The center also recognizes the essential role of families as a primary support of the person with autism. The Center includes and involves families in all of its programs.

For more information, please call 404 727-8350 or check out our website at www.psychiatry.emory.edu/PROGRAMS/autism.

For the next issue, please send Rachelle Lechner (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!

Karen Wallace

Walk for AUTISM SPEAKS

Walk for AUTISM SPEAKS is an event to raise money for autism research and treatment, as well as to increase awareness about autism. In past years, the Emory Autism Center team has had over 100 members, and we hope to have the same presence this year! It is not necessary to raise money to be part of our team. We hope to show our support through the number of team members we have.

Walk for Autism Speaks will be held Sunday, May 20th at the Pinnacle Lot in Atlantic Station. This is located off of 20th Street and parking is on Market Street. We will be wearing matching t-shirts again this year. If you would like to buy a shirt for yourself, your friends, and family please contact Dr. Lauren Castriota, lecastri@emory.edu @ 404 727-8350.

This is a super fun, family-friendly event with lots of things for kids to do, such as space walks and small activities at each vendor table! We hope to see you there!

To Join the Emory Autism Center’s Walk Team
Go to www.walknowforautismspeaks.org. Type in your GA zip code and select the Georgia Autism Walk. On the left side of the page, find “Join or Support a Team”, and type in Emory Autism Center. When our team page comes up, click on the link that says “Emory Autism Center” and at the top of the next page, click on “Join Our Team.” Fill out the form, click “continue”, and you’ll be all set.
As we approach the end of the school year, Emory’s Tobacco-Free Task Force would like to take this opportunity to thank faculty, students, and staff for supporting the tobacco free policy. We would also like to remind all faculty, students, and staff that on August 1, 2012 the temporary smoking zones will no longer be available as Emory University transitions to a 100% tobacco-free campus. In the fall, all tobacco-use will be completely prohibited on Emory University and Emory Healthcare properties and at Emory-sponsored events.

Below are a few other reminders about the policy:

- All types of tobacco are prohibited, including, but not limited to: cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, e-cigarettes, and any other smoking devices that use tobacco such as hookahs.
- For those who need help quitting tobacco, Emory offers several tobacco cessation resources at no cost to faculty, staff and students: [www.tobaccofree.emory.edu/cessation/index.html](http://www.tobaccofree.emory.edu/cessation/index.html).
- Since the tobacco-free policy is a community health initiative, the entire Emory community is responsible for its enforcement. Ideally, there will be voluntary compliance and no disciplinary actions will be needed. One way to aid enforcement is to provide many options for cessation and support for those who choose to stop using tobacco. Sample scripts to assist students, faculty and staff in approaching smokers on campus have been developed and are available at: [www.tobaccofree.emory.edu/enforcement/index.html](http://www.tobaccofree.emory.edu/enforcement/index.html).
- If you see someone smoking on campus, kindly let them know of our new policy. Please be sure to treat people with respect and professionalism as visitors to our campus may not be aware of the policy. If someone becomes hostile or angry upon being approached, do not escalate the situation; simply walk away.
- If you notice a pattern of smoking (i.e. someone continuing to smoke in a tobacco-free area), you can anonymously report this activity online at: [http://apps.hr.emory.edu/TobaccoFree](http://apps.hr.emory.edu/TobaccoFree).

Thank you for your continued support and assistance with Tobacco-free Emory! As a result of this policy, our campus will be a healthier, cleaner environment that truly supports the overall wellness of our students, faculty, staff and visitors. For more information, visit: [www.tobaccofree.emory.edu](http://www.tobaccofree.emory.edu).
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.

With more and more people using laptops as replacements for desktop computers, here are some tips to make laptop use safer (ergonomically speaking).

**Setting up your laptop for frequent use:**
- Maintain a neutral neck posture by placing the top of the screen at about eye level or slightly lower if using bifocal glasses.
- Use a laptop stand or place your laptop on a stable support surface, such as monitor risers, reams of paper, or phone books so that the screen height can be adjusted.
- Attach a regular size, external keyboard and pointing device to the laptop, and place them on an adjustable keyboard tray or desk. They should be positioned at or slightly below elbow height.
- Use a docking station whenever possible to more closely resemble a standard desktop workstation where input devices can be attached.
- Angle the screen to reduce bending your head forward. Use your eyes instead of your neck to adjust your line of vision.
- Reduce glare by positioning the screen at a right angle to windows and away from overhead lighting. Laptop lights that plug into a USB port can be used to provide extra light, if needed.
- Clean the screen frequently as dust can make it difficult to read and may increase eyestrain. Be sure to use an appropriate anti-static cleaning material that is safe for laptop computers.
- Use a document holder to angle source documents vertically to promote a neutral neck posture.
- Take frequent stretch breaks every 30 to 45 minutes.

-SOURCE: uhs.berkeley.edu/facstaff/pdf/ergonomics/

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**Summer Safe Space Training**

**Upcoming Safe Space Programs**

**Open Safe Space Trainings**
June 20th, 12:00 p.m. - 3:30 p.m.
July 18th, 9:00 a.m. - 12:30 p.m.
Register here: [http://www.emory.edu/CAMPUS_LIFE/LGBTOFFICE/safe_space.php](http://www.emory.edu/CAMPUS_LIFE/LGBTOFFICE/safe_space.php)

**Safe Space Lunch and Learn**
Film and Discussion: Boy to Girl to Man
June 13th @ Noon
Office of LGBT Life (232 Dobbs University Center)
Bring your lunch!

**Safe Space Friday Film Series**
The Office of LGBT Life will kick off a monthly film series this summer. Films will be shown in the Office of LGBT Life (232 Dobbs University Center) starting at Noon. Bring your lunch!
June 8th Screaming Queens: Riots at Compton’s Cafeteria
July 13rd Jihad for Love
August 3rd Before Stonewall

**Safe Space Facilitator Recruitment**
Are you interested in working with a team to create safe spaces on campus? Would you like to facilitate questions about sexuality and gender? Would you like to build personal and professional development? The Office of LGBT Life is seeking 2-3 new facilitators. Click [here](http://www.emory.edu/CAMPUS_LIFE/LGBTOFFICE/safe_space.php) to apply.
Computer Tip of the Quarter

Does your computer monitor look like mine with Post-It notes everywhere? Here’s a tip for you (and me)!

Do you have something you need to be reminded of? What about your grocery list? Do you like to keep adding items to it throughout the week?

Sounds like you need sticky notes!

Just type “Sticky Notes” into your Windows 7 Search Box (Located above your Start button) and hit Enter. The Sticky Notes gadget will open up.

Now just type your list, note, message or limerick in and you’ve got yourself an instant desktop resident reminder!

You can even change the color by Right-Clicking! To add another Sticky Note, just click the plus sign!

-Source Tech Tips Weekly

CPR Classes Offered

AHA Basic Life Support for Healthcare Providers

Basic Life Support courses are offered on dates throughout the year, including: June 13th 2012, 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

Cost Savers cont'

when you don’t buy anything at all it will be a satisfying feeling.

TIPS FOR NO SPENDING DAYS-
• Bring your lunch to work
• Be creative with what is in your pantry for dinner
• Use food from your freezer
• Go to the library check out a book

-Source Debbi's Frugal Forum May 6, 2012

And the award goes to...cont'

what is expected, but goes beyond to develop programs that are optimally effective. His drive, initiative and leadership skills have radically transformed the clinical research efforts around HIV/AIDS and have brought together basic scientists, clinical investigators, and members of the affected community. His efforts have already led to improved ties between each of these groups and serve as an example of how a single employee can make a big difference in the scholarly and cultural life of the institution.

-Reference is a composition of several of Cameron Tran’s colleagues (edited for space)

It is with great excitement that I nominate Cameron Tran for Emory’s Award of Distinction. Cameron is an extraordinary person who will go far and beyond anyone’s expectations of him. He is willing to help everyone even if it means stepping outside of the box. Whenever anyone goes to him for assistance, he will stop his task and provide assistance by taking action assertively and decisively. He is passionate about everything he does and always goes the extra mile in an unselfish way to assist others. He fosters a community for learning and has bridged CFAR and ACTG together working more cohesively. He is an awesome person that starts his day by showing care and concern to others. He truly cares for the clients we serve and is dedicated to helping them by continuously improving the quality of care for patients. He is a very quiet and small person in size however he has the heart of a giant.

-Reference by Phyllis Barnett (edited for space)

Marsha Howard joined Emory in 2000 as a hands-on animal care technician and quickly rose in the DAR to Assistant Operations Manager. She supervises a staff of 7 at five sites and is responsible of the care of 14 (with wild voles, soon to be 15) species and approximately 10,600 animals. She is responsible for double the number of animals at 25% more sites and with 12% fewer staff than she was at this time in 2009. This efficiency allows for lower operating costs and greater research productivity from some of Emory’s most distinguished scientists: Max Cooper, Donna Maney, Rafi Ahmed, David Lefer. Not only that, by providing high quality services in well maintained facilities, Marsha enables Emory’s vision of attracting leading scholars and increasing our re-

Continued on page 9
And the award goes to...cont’

search portfolio as evidenced by the recent recruitments of a songbird behaviorist (Sober) and a toxicologist (Caudle).

It is safe to state that there is no animal care frontline leader at Emory, DAR or Yerkes, covering more territory or responsible for the excellent care of more species. Our six most recent unannounced annual USDA inspections, with the preponderance of focus cast upon Marsha’s facilities, resulted in no negative findings. This is a remarkable feat, because citing deficiencies in the federal mindset is confirmation that an inspection occurred. The high attention accorded to aquatic species under her care was recognized with accolades during the triennial accreditation site visit of AAALAC International in 2011 to the extent that two autonomous, scientist-run colonies seen to be operated at a lesser standard were put more directly under her oversight.

Managing a diverse menagerie of terrestrial, aquatic, and flying animals while juggling their complex and varied environmental requirements at balkanized sites would simply not be possible without inherent and constantly evolving skills of leadership, innovation, and initiative.

Already a high performer, Marsha is never satisfied and constantly strives to self-improve. For example, last autumn she participated in the SOM Leadership Book Club. Through her devotion to the Emory community and beyond, Marsha likewise does more than her part for the public good and to promote Emory as a destination university. She exhibits nurturing stewardship in university governance and in fostering openness/diversity thereby enabling the attraction and retention of the best staff. She has served on Employee Council since 2006 and currently is the secretary-elect. She was an active participant in Emory’s Transforming Community Project, served on the Diversity Committee of the University Senate, and has courageously registered as “out” at Emory thus serving the LGBT community as an ally and workplace role model. Beyond Emory, she has served as President and Program Chair of the approximately 400 member Southeastern Branch of the American Association for Laboratory Animal Science (AALAS) and has been recognized by their Membership Participation (2008) and Technician of the Year (2007) awards. In 2010, Marsha also served on the national program committee of AALAS. Although DAR prides itself on “quiet success”, Marsha is so positive and cheerful, it is difficult not to notice her.

Reference by Dr. Michael J. Huerkamp, Director, DAR

Congratulations!

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

30 Years of Service
- Barbara Bingham, OMESA
- Linda McCollum, Pediatrics
- Yelena Blinder, Pediatrics
- Ellen Katz, ACTSI
- Gilda Parnell, EMCF
- Debra Cohen, Orthopaedics

25 Years of Service
- John Shanks, Biochemistry
- Gail Snell, Medicine
- Loretha Anderson, GYN OB
- Phyllis Sarver, Human Genetics
- Mark Shoop, FPM
- Lisa Shubeck, Human Genetics
- Nancy Miles, Radiation Oncology
- Kim Fugate, OMESA
- Katherine Guice, EMCF

15 Years of Service
- Shawn Hitchcock, Pediatrics
- AnnaK Smillie, GYN OB
- Sasikala Selvaraj, Medicine
- Nirupama Masse, Human Genetics

10 Years of Service
- Hui-Mien Hsiao, Pathology
- Risha Bostick, Biomedical Engineering
- Yu Yang, Pediatrics
- Mazie Tinsley, Pediatrics
- Tania Gourley, Microbiology/Immunology
- Leslie McCann, Emergency Medicine
- Tanya Chambers, Medicine
- Dawn Little, Pathology
- Milagros Aldeco, Biochemistry
- Jennifer O’neil, Neurosurgery
- Cynthia Breeden, Surgery
- Damon Lynch, Medicine
- Jose Cano Surgery
- Robert Smith III, Biomedical Engineering

Note: Individuals listed were 1st and 2nd quarter 2012 service award recipients per Human Resources