Spring is here!

Spring is finally here! And, summer is just around the corner! Have you thought about what your kids are going to do this summer? In this issue of Staff Matters, you will find several opportunities that might be of interest to you and your child(ren).

March was full of exciting events in the SOM and on campus! Hope you were able to make some or all of them. In case you missed Women First! or the Employee Council Town Hall with President Wagner, they were both recorded and can be found in this newsletter.

April brings the Annual SOM/EHC Administrative Professionals Day Symposium on April 27th. A few spots are still available, see the article for more information.

May brings Staff Fest! Volunteer in the morning and enjoy treats on the Quad in the afternoon. Join me for the service project in the Oakhurst Community Garden—or chose one of the many other sites.

Want to get more involved? Contact me and I can let you know about available opportunities!

Thank You Administrative Professionals

The Office of Staff Development, wants to say thank you to those of you that work, day in and day out, to ensure our offices are operating, our research is getting done, our events are happening, our doctors are where they should be, our guests are taken care of, our newsletters are out :) and so much more!

Thanks to two administrative professionals that had a vision in 2009, the Office of Staff Development will be hosting the third annual Administrative Professionals Symposium: Beyond the Horizon-Career Development on Administrative Professionals Day, April 27, 2011.

Joy English-Thompson and Sharon Ashley came to newly hired Assistant Dean, Rachelle Lehner, with the idea and worked tirelessly to make the first event happen. This year we have a wonderful committee that has been instrumental in planning the program. We are sure to have another successful and enriching event to honor the SOM’s driving force.

A huge THANK YOU to our founders, Joy and Sharon, and this year’s terrific committee: Judy Phillip, Carolyn Lyles, Tanisha Haynes, Carol Hagins, Brenda Bruce, and Hanna Hollis (Healthcare.) Your insights and hard work have made this year’s planning a pleasure.

There are still a few spots remaining for the symposium. Click here to go to our website for details and how to register.
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation is scheduled for July 12, 2011. All new hires between April 13th and July 12th 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.)

CPR Classes Offered

AHA Basic Life Support for Healthcare Providers

BLS courses are offered on dates throughout the year, including: May 11th, June 8th and July 13th. 8:00 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

Eco-efforts

At Camp Strong4Life our goal is to help overweight children improve their lives by emphasizing increased physical activity, better eating habits and heightened motivation to engage in healthy behaviors.

Registration is now open. Summer camp for children ages 9-14. Go to: http://www.choa.org/campstrong4life to learn more or to register. Or contact Laura L. Colbert, MPH Camp Director at 404-785-7242.

Staff Fest

Staff Fest is May 13! Come volunteer in the morning, then enjoy refreshments on the Quad in the afternoon. There are many sites to choose from. Rachelle and Christie are volunteering at the Oakhurst Community Garden –Sugar Creek Garden Site.

Click on the link Staff Fest Service Link to register for this or other volunteer sites.

CHOA: Camp Strong4Life

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Registration is now open. Summer camp for children ages 9-14. Go to: http://www.choa.org/campstrong4life to learn more or to register. Or contact Laura L. Colbert, MPH Camp Director at 404-785-7242.

Summer is Coming!

If you were not able to attend The Emory Camp Learning Expo 2011, the Emory WorkLife Resource Center has created the “Summer Planning 2011” webpage.

This page is full of various resources to help employees with and without children find fun and exciting things to do this summer, as well as some great ways to save a little money. Learn More.
Emory’s Pre-College Program Now Accepting Applications

Emory College of Arts and Sciences is pleased to announce the 2011 Pre-College Program for high school students. The Pre-College Program allows talented rising high school juniors and seniors to experience Emory’s distinctive academic and residential community.

The Pre-College experience can be transformational: both fun and academically focused. Students may enhance their academic portfolio and earn college credit in six-week undergraduate courses or enroll in two-week, non-credit courses for personal enrichment without the pressures of a grade. All classes are taught by committed Emory faculty who enjoy teaching and guiding prospective college students. The topics and courses allow for self-discovery, the chance to explore a possible major or career field, or enjoy that heightened level of creative expression and exposure that’s not always available in the high school curriculum.

Six-week credit courses are offered in disciplines including Biology, Economics, Mathematics, Film Studies, Languages, Sociology, and Psychology. Two-week non-credit courses span similar subject areas and include classes such as “The Neuroscience of Technology,” “The Science and Policy of Disease,” “Writing the Personal Essay,” and “Law and Litigation.” Courses run from May 16 to August 5.

For a video about the program, full course listing, admission requirements and an online application visit www.college.emory.edu/pre-college. Email the Pre-College Program at summerprograms@emory.edu, or call 404-727-0671 to request a brochure. The preferred application deadline is May 1. The courtesy scholarship is available for six-week credit courses.

HR Learning Services

Spring and Summer Classes Offered 2011:
Emory University Human Resources Learning Services offers a variety of learning opportunities open to all staff. All classes require registration in ELMS.

Some classes offered are:
- Situational Leadership > April 21st 8:30-4:00. $125
- Project Management > April 19th or July 21st 8:30-12:30 Free
- Interaction Skills for Success > July 19th 8:30-12:30 Free
- Help Me To Help You > August 4th 8:30-12:30 Free

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.

Ergonomics Center

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 provide 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.

Contact FSAP to schedule a full ergonomics evaluation.

Helpful Hint: Are you a leaner?
Your mother always said to sit up straight. Well, once again, she was right. Whether sitting or standing, engaging your core and improving your posture will allow you to protect your back and can even improve your breathing. Check your computer monitor or work station and make sure that all equipment is set up while you are holding yourself up straight. Remind yourself to engage your middle throughout the day. While it isn’t a replacement for strengthening exercises, this will allow you fewer aches and pains and can even strengthen your core without all of those pesky sit ups.
Each year, the Emory University Award of Distinction Program recognizes 10-15 university employees who have made outstanding contributions to the Emory Community.

This year, 12 members of the Emory community were honored at an awards dinner with President Wagner on Thursday, March 17, 2011. These employees demonstrated successful efforts to create and implement collaborative initiatives between schools and/or units that produce meaningful results towards the achievement of Emory’s strategic plan.

One of the honorees is our own, Elizabeth Kimberl.
See what her nominees had to say about her:
Elizabeth Kimberl is such an integral part of the Department of Medicine (DOM) and such a strong advocate for process improvement in the department and the School of Medicine (SOM) that her talents and accomplishments impact many areas and members of the Emory community.

Leading the DOM human resources area is among Elizabeth’s many responsibilities in her role as Associate Clinical Administrator. She deftly manages the needs of faculty and staff and assures their alignment with those of the department. With over 1900 regular DOM employees, this is no small task.

Dr. R. Wayne Alexander, our department chair, demands superiority in all of our missions – patient care, teaching, scholarship, service, and administration. Elizabeth not only believes in this ideal, but whole-heartedly embraces it every day. She is committed to excellence in her normal responsibilities as well as those particularly sticky problems that tend to land on her desk.

Upon arriving at Emory in 2006, Elizabeth initiated and implemented a number of processes that have moved the DOM to a new, highly professional level. Improving the on-boarding process for new hires is one of Elizabeth’s most successful initiatives. She created detailed processes for faculty and staff hiring that ensure all paperwork is completed in an accurate and timely manner, and more importantly, that new employees are immediately made to feel welcome and valued. This sense of inclusiveness carries forward; Elizabeth fosters an exemplary team spirit where her staff would literally do anything to assist her and vice versa.

Another of Elizabeth’s important contributions was to develop a staff development program designed to enhance employee satisfaction, create a sense of community, and provide career development opportunities. The initiative, Project SEED, was launched in 2007 and includes programs such as an annual Staff Awards and Recognition event, work-life balance sessions, and a mentoring pilot program. Of note, Project SEED has been used as a model for others around campus.

In summary, Elizabeth is a superb leader who is admired by many and inspires others. She is extremely fair, conscientious, and has incredible instincts and judgment. Her accomplishments are wide-reaching and her impact on the depart-

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**Grady Days**

Rachelle Lehner, PhD, Assistant Dean for Staff Development, holds 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).
Staff Member Spotlight

Shelby Smith is a School of Medicine Admissions Program Coordinator in the Office of Admissions in SOM 231. She has been in her role for three and a half years.

As a program coordinator, Shelby works with prospective students who are applying to the MD program, processing and completing applications, coordinating interview days, fielding questions, and providing customer service. Her duties include working with a committee of doctors who volunteer their time interviewing the prospective students, as well as assisting in organizing special events, like orientation for the incoming class. Orientation is her favorite time of the year, when she is able to more fully engage with the students she’s been working with all year.

Shelby’s favorite thing about working at Emory is the opportunity she’s had to be on the Office of Sustainability’s Building Representatives Committee. As a representative for the School of Medicine Building, she’s helped spread the word about the different sustainability initiatives that are taking place at Emory, such as the office supply swap and the campus-wide energy competition. Shelby says, “Being a part of the committee has allowed me to interact more with students, faculty and staff in the SOM, and provided me a way to feel like I am making a positive impact on the environment.”

Aligned with her interests in sustainability, Shelby is an avid fan of gardening, specifically vegetable gardening. “While I still consider myself a novice, I’ve had good luck with cherry tomatoes, cucumbers, herbs and just this spring – lettuce. I like the idea that I can make a meal out of food that I grew myself, knowing where that food came from and how it was grown.”

Chick-fil-a Leadercast

A great opportunity at your doorstep! The Chick-fil-a Leadercast brings some of the top leaders to Atlanta to talk about leadership. From Atlanta it is broadcast nationwide. And, since you live in Atlanta – you can experience it LIVE!

http://www.chick-fil-aleadercast.com/atlanta

The price gets better the more tickets that are purchased (see link above). We are happy to coordinate purchasing the tickets to get a better price (send us your SmartKey and the number of tickets you want). We will need this information by April 20 as there is a price increase at later dates.
Stumbling - A Book Review

Submitted by: Charles Powell, Director of Clinical Operations
Radiology and Imaging Sciences

I recently came across an intriguing and useful book by Daniel Gilbert entitled *Stumbling on Happiness*. Gilbert is probably best known for his PBS documentary, *This Emotional Life*, an examination into the different emotions that make up our lives, the management of those same emotions, and their impact to our relationships. Gilbert’s other claim to fame is ranking between Glen Campbell and Dizzy Gillespie on the list of *Most Famous High School Dropouts*. Gilbert, now a Harvard Psychology Professor, specializes in Affective Forecasting…looking at our feelings in the context of future events. *Stumbling on Happiness* utilizes documented research and anecdote (some true/some contrived), to illustrate repeatedly that which we remember, observe, and envision is often faulty or outright mistaken.

Professor Gilbert makes the premise (often with wry humor that makes one laugh aloud) that what we perceive is seldom or ever the truth. Our blind spots prevent us from seeing the whole. Moreover, we also apply misperception to the past, so that the misremembered events adversely impact our current actions and behavior. Of possible greater significance is that we take our misunderstandings and apply them to how we see and plan for the future…often with unsatisfying results!

The author also makes a side case, again borne out by research, that our anxiety about events is usually far worse than the events themselves; a case for moving forward or a way to recognize what is truly causing our discomfort. Gilbert closed his book with a very simple (and maybe self-evident) suggestion that we seldom will not disclose the solution or spoil the ending, but I will say it is one that can help us better understand past, present, and future – a solution that will help us make better choices in all realms of our lives and if not guaranteeing happiness, at least reduce the likelihood of misery.

Cost Savers

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

- If you don’t subscribe to Living Social, you might be missing out on great deals! Check it out at: [www.livingsocial.com](http://www.livingsocial.com)
- Kids eat free! Flying Biscuit offers a kids eat free in the summer. Monday—Thursday 4:00-7:00 you get one kids meal for every adult entrée purchased.
- Don’t forget the great summer deals at SparkFly! [https://secure.web.emory.edu/it/pel/sparkfly/](https://secure.web.emory.edu/it/pel/sparkfly/) and look for the new SparkQuest app for your iPhone, iPad, Android or BlackBerry Torch.

Empower Yourself

We are fortunate to work at an academic institution with leaders who are supportive of continual professional growth. Signs of this support can be seen at all levels within Emory University. Resources have been put into place to ensure that the faculty and staff have the tools available to perpetually grow. Each individual within the organization has the power to enrich their skill set, if they so choose to take the initiative.

Reenergize by learning something new. Better yet, have a goal and seek new skills that can help you meet that goal. If your interests extend beyond the offerings at Emory, get involved in an organization that will spark your interest. Emory also offers programs for tuition reimbursement if you seek a formal setting for growth. (For details contact your HR Representative.)

At the organization level, Emory Healthcare and University have both invested in centers to focus on offering courses in soft skills, computer skills, and policy training. Healthcare faculty and staff can access these resources through Healthstream Learning Center (HLC). University faculty, staff and trainees can enroll in courses and certificate programs through University Learning Services.

Have Ideas for Staff Matters?

Send ideas and feedback to rlehner@emory.edu

*Cont’d on page 8*
Programs you might have missed...

Women First!
Drs. Linda Cendales and Nanette Wenger shared their incredible journeys to being ‘first’ in their field.

To an audience of nearly 40 people they spoke of mentors, challenges, and dreams for the future. Additionally they offered advice for reaching your dreams and not giving up too easily.

Coming soon to the Staff Development website! Check our website—click here.

University Town Hall: Emory Would Be Great If…
Here President Wagner’s remarks to an auditorium of over 150 staff on current campus issues such as child care, shuttles, and more…

Watch it here: http://realaudio.service.emory.edu/ramgen/EVENTS/TOWNHALL/townhall11.rm

Staff Development Library

Enjoy some Summer reading! Remember the Office of Staff Development now has a lending library!

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.

Emory Research Resources

Research Administrators Meeting (RAM)

RAM meets monthly and was established to keep research administrators up to date on policy and procedural changes, provides continuing education opportunity and offers an open forum for discussion and networking.

Go to: http://www.med.emory.edu/home/research/ora/

Did You Know?

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

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

Contact Christie Nichols Kuropatwa with any questions.

Emory Research Career Fair

Tomorrow! April 15th 9am-4pm
Student Activity & Academic Center
(Clairmont Campus)

Look for more details from your HR Rep!
For questions, contact Melissa Bayliss at 404-727-3185 or melissa.bayliss@emory.edu

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.

Third Thursday of every other month (Odd Months) 9:30 am - 11:00 am

Winship Ballroom, Dobbs University Center (DUC)

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.

To be added to the ERAZ listserv, please contact Melissa Kuskie (mkuskie@emory.edu).
Safe Space Training

The Office of LGBT Life is now offering 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:

**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!_

You can see upcoming schedules and register online at: [www.emory.edu/CAMPUS_LIFE/LGTOFFICE/safe_space.php](http://www.emory.edu/CAMPUS_LIFE/LGTOFFICE/safe_space.php).

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

Empower (cont’d)

The School of Medicine (SOM) has two offices devoted to faculty and staff development. The SOM Office of Faculty Development is lead by Dr. Sharon Weiss and offers several programs and lecture series. This office is dedicated to providing resources to assist faculty progressing in their careers and improving their network. In 2008, the SOM brought on Dr. Rachelle Lehner to focus on staff development and created the Office of Staff Development. Dr. Lehner considers her office a central resource for all staff in the SOM and welcomes any inquiries to programs or courses that may be of interest.

With all of the programs available across Emory, you have the power to be inspired professionally and personally. Take advantage of the academic culture and empower yourself to grow.

[http://www.med.emory.edu/staff/resources/Some%20Emory%20Resources%20List.pdf](http://www.med.emory.edu/staff/resources/Some%20Emory%20Resources%20List.pdf)

_“The key is not to prioritize what’s on your schedule, but to schedule your priorities.” – Stephen Covey_

Submitted by: Monica Salama, Communications Manager
Department of Radiology and Imaging Services

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**

Vickie Grimes, Medicine

**30 Years of Service**

Linda Curtis, Ophthalmology
Annette Hadley, Pathology
Margaret Pedersen, Human Genetics

**25 Years of Service**

Carla Brock, Orthopaedics

**20 Years of Service**

Martha Brundige, Anesthesiology
Linda Burr, Radiology
Mary DeLong, Admin & Faculty Affairs
Cathy Keeler, Medicine
Harriet Moore, Biochemistry

**15 Years of Service**

Carol Stephens, Medicine
Cindy Strickland, Surgery
Sandra Williamson, GME
Darlene Wyche-Alha-De, Animal Resources

**10 Years of Service**

Paula Bokros, Cell Biology
Gaya Chestnut, Hem/Med Onc
Angela Gardner, EMCF
Maylene Wagener, Surgery
Neville Whitehead, Animal Resources
Jianli Zhao, GME

**5 Years of Service**

Michelle DeJean, Rehab Med
Kelly Ferguson, Hem/Med Onc
Cheryl Lewis, ACTSI
Jean Robert Mathador Jr., IT
Ingrid McCallum, Ophthalmology
James McCoy, Pathology
Lihua Meng, Microbiology/Immunology
Darren Poole, IT
Cheryl Rollerson, Family and Preventative Med
Christine Terry-Carter, Hem/Med Onc
Stuart Tinker, Human Genetics
LaTonya White-Allen, Psychiatry
Margaret Willard, Radiation Oncology
Kyle Williams, Ophthalmology

**Note:** Individuals listed were 1st quarter 2011 service award recipients per Human Resources