We are Emory!

As Spring emerges, along with the crocuses and daffodils, take time to notice the diverse community we call Emory. The SOM has made a commitment to diversity: *The School of Medicine reflects an ever-changing world. It is a community that embraces all backgrounds and one in which every individual is encouraged to make unique contributions.* Within these pages, in addition to the standard features you will find a focus on issues of ability and disability, as well as summer opportunities for teens.

Since our last issue of the newsletter, we have created a brand new webpage for the Office of Staff Development. Check us out: [http://www.med.emory.edu/staff/](http://www.med.emory.edu/staff/)

Last month you completed two surveys, one on diversity and one on mentoring. You will find some highlights of the diversity survey in this issue and more in the next. Highlights of the mentoring survey will also be in the next issue.

The Office of Staff Development is here to serve you—the staff in the School of Medicine. If you have ideas or suggestions, feel free to contact me. My contact information can be found in the box to the right.

Connecting Research Staff

As research dollars have increased at Emory over the last several years, the number of research staff has also grown. Additionally, there has been a rise in the number of regulations and the complexity of working in a lab, from ordering supplies to performing an annual self-inspection of your space. Add to that the decentralization of departments and space becomes an increasing challenge. To help provide support in dealing with these issues, the Emory Research Staff Association (ERSA) was formed in January 2006. ERSA has been working to:

1) connect research staff to one another,
2) identify research resources across campus, and
3) work with university administration to provide input as programs

*Continued p. 2*
Computer Training

The computer training classes offered by the SOM have been overwhelmingly successful, thanks to the various IT staff members who have given their time to teach these classes.

For each class in the Microsoft Office suite (Word, Excel, PowerPoint, and Outlook), there are three class levels—basics, intermediate, and advanced. We will continue to offer these classes as long as there is interest. Watch your email for upcoming classes.

Free on-line training resources:
http://www.adobe.com/designcenter/video_workshop/

Cost Savers

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

- Good site to save money and print coupons and coupon codes
  www.couponshourly.com
- Check out
- The Dump is a new furniture store guaranteeing at least 30% (and up to 80% off retail prices).
  http://thedump.com/index.html
- Do you have cost saving tips for individuals or departments? Email them to rlehner@emory.edu for inclusion in the next newsletter.

Research Staff (cont’)

are updated which may impact researchers’ work.

ERSA has created a network through a listserv and bimonthly meetings. Presentations from EHSO, Procurement, and SOM administration have provided opportunities for staff members to not only meet with these individuals face to face but also to have their voices heard, and ultimately to do their jobs better.

To provide support and information between meetings, ERSA also has an informative website at http://www.med.emory.edu/ersa/ There you can find information about many campus resources for research staff.

If you would like to be added to our listserv, have questions, or suggestions for upcoming presentations, contact Susan Sunay (ssunay2@emory.edu) or Yaffa Adiri (yadiri@emory.edu). We look forward to adding you to our network.

Contributed by Susan Sunay

Administrative Professionals’ Day Symposium

April 20, 2010 8:30am-11:30am or 1:00pm-4:00pm
See your supervisor for registration information and details!
The content of this message is also available on the web at: http://it.emory.edu/showdoc.cfm?docid=12949

**Lock it before you leave, even for a moment**

When you’re logged into your computer, you have access to a wide variety of information and tools, many of which could be bad in the wrong hands. To keep prying eyes and idle hands out of your email, work documents, patient files, student information, or Facebook page; lock your desktop whenever you leave your computer. Employees should follow their departmental computing procedures for logoff or shutdown when leaving at the end of their work day.

**Locking your computer is easy and quick**

It is quick and easy to lock your computer. For Windows computers, just hold down the Windows key and press “L” to lock your desktop. For Mac OS X computers, configure your screen saver to require a password, then set a “hot corner” to activate the screen saver with a simple move of your mouse. Visit this web page for step-by-step details on this setup for OS X versions 10.5 and 10.6: http://it.emory.edu/showdoc.cfm?docid=12909

**Remind your co-workers and friends**

Locking your computer is a good computing habit to reinforce with your co-workers, friends and family.

**Challenge & Champions**

“Learn and have fun with great teachers, counselors, and other kids on Emory University's campus.”

CHALLENGE & CHAMPIONS is a summer program of highly supportive, engaging and stimulating academic, social, and fitness instruction for rising 6th -8th grade students. It is sponsored by the Division of Educational Studies and the Laney Graduate School at Emory University

Our vision is that all middle-grades youth, regardless of income, ethnicity or home life can work toward increased: skills as a student, confidence as a learner, cultural competency in a global society, and comfort with taking on leadership.

C&C teaches academic skills and content, independent learning and study skills, physical education skills, social problem-solving behaviors, and habits that will promote health and fitness.

We promote leadership and provide mentorship. We aim for youth to value the purpose and principles of learning and higher education and strive to empower them to believe they can pursue their dreams.

The program is appropriate for both average and advanced learners from a broad range of backgrounds and experiences; we accept students with physical

*Continued p. 4*
C & C (cont’)

The curriculum of C&C is based on principles of early adolescent development that emphasize integrated learning experiences during this period of rapid, cognitive, social and physical exploration and growth. It employs research-based methods of instruction and has a staff to student ratio of 1:2.

http://www.challengeandchampions.org/

The Challenge & Champions’ summer program will offer a 20% discount on tuition to Emory employees. The discount is not noted on their website because that site is also viewed by the general public. Employees can either request the 20% discount or can apply for the scholarship option but not both.

Safe Space Training

The Office of LGBT Life has announced two open training session dates for the new Safe Space curriculum this spring semester.

- **Mar 23 and 30 (Noon-2:00 p.m., split session, you must attend both dates)**

- **Apr 22 (1:30-5:00 p.m.)**

To register for a session, visit [www.lgbt.emory.edu](http://www.lgbt.emory.edu). You may sign up online for a general session or request training for your office, department or group for a session that meets your scheduling needs.
Katrina Gourdet has been with the Biomedical Imaging Technology Center (BITC), a part of the Wallace H. Coulter Department of Biomedical Engineering, for eight years. During these years her contributions have been numerous, instrumental, and exemplary.

Katrina was initially hired as an Administrative Assistant; quickly displaying her unique skill-set and her dedication to her job, she was promoted to a Sponsored Research Specialist. Thereafter, she was promoted to her current position of Financial Analyst, which encompasses a myriad list of duties.

Her effort to the center’s overall operations has been invaluable. She has been instrumental in the start-up of the center, implementing many of the policies and procedures, which has allowed us to effectively operate and provide services to over 80 Principal Investigators within Emory and other institutions throughout Georgia. In turn, this has resulted in 173 federal and other sponsored research projects enlisting to conduct research at the center. Notably her contributions in the daily operations of our CORE facility have led to the SOM identifying the center as a model CORE facility.

In addition to supporting the CORE facility, Katrina provides support to four faculty, nine post-docs, three senior staff members, five Georgia Tech/Emory students, and one visiting student. Although she provides support in many areas, she is significant in supporting the lab in the submission of grant applications. Subsequently, she at times has to function under the most stringent deadlines and has always met them reliably. Her efforts in this capacity have resulted in the receipt of over $25M (cumulative) in research funding. Additionally, when there were issues with joint Georgia Tech/Emory students getting information and assistance with submitting grant applications to external agencies, Katrina, without hesitation, took the lead.

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Access and Participation:

The Office of Disability Services Provides Services & Programs

The Office of Disability Services (ODS) and other resources provided at Emory University ensure that faculty, staff, and students with disabilities are full and equal participants in living, learning, and working in the community. The focus of the work in the Office of Disability Services is on understanding the life of a person with a disability and the complexities that might arise. Through the passage of legislation such as Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, and the ADA Amendment Act passed in 2008, the provision of services and the commitment to non-discrimination are outlined and underscored for all faculty, staff, and students with disabilities. Staff in the Office of Disability Services invite all members of the academic community to strive for an environment that is fully comprehensive and designed to serve persons with disabilities and their colleagues. ODS offers several mechanisms for reaching this goal:

**Representative Voices:** *The Campus Disability Access Committee (CDAC) and Access: Emory Employees* serve as University Advisory Committees. Both groups envision Emory University as an accessible, engaging, and equality-driven community for students, faculty, staff, and visitors. CDAC has representatives from technology, campus services, and legal affairs, as well as faculty, staff and student representatives. Access: Emory Employees is a collaborative committee of professionals from human resources, employee relations, and employee health including representatives from HR and FSAP. One area of attention for the committees is the concept of universal design which seeks to open up the university to all individuals utilizing the campus, healthcare, and the many other facilities affiliated with Emory.

**Education/Awareness Training:** “The Disability Factor,” an education initiative being hosted this coming year will be open to the campus community. The focus of the series will be to offer awareness training and/or share data about services and programs. Any group or individual interested in connecting to this series is invited to contact the Office of Disability Services.

**Services to staff:** One of many functions of the Office of Disability Services is to design accommodations based on a documented need for all persons with disabilities. These range from alternative text formats, assistive technology, and in some cases, academic assistants. In addition, ergonomic adjustments are done in order to be sure the environment is accessible for faculty, staff and students.

In order to make certain that we reach our goal of access and participation by providing services & programs for persons with disabilities, the full Emory community is called on to assist and support. Reciprocity is what sustains us in being able to be a part of the “whole” Emory community. We invite you to call us at 404-727-9877, stop by 110 Administration Building, or email any of the staff (directory at http://www.ods.emory.edu/staff_direct.htm) if we can come together in any way possible.

*Contributed by Gloria Y. Weaver, Director of the Office of Disability Services*

COMING SOON!

**SOM Panel Discussion on Disabilities at Work**

Watch your email for a panel discussion hosted by the SOM during which individuals (mostly SOM staff and faculty) will share their experiences of being a person with a disability working at Emory. Learn what challenges they have encountered and what support they have received from colleagues, campus resources, and others.
Emory’s Pre-College Program for High School Students
Now Accepting Applications for Summer 2010

Emory’s summer Pre-College Program for high school students is now accepting applications. 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, Theater Studies, Social Sciences and Visual Arts. Two-week non-credit courses span similar subject areas and include classes such as “Globalization: The Sociology of a Shrinking World”, “Lawyer as Advocate and Advisor”, “Spectacular Soundtracks: Music in Movies,” “Public Health Career Opportunities and Practices”, “Medicines for Mental Health”, “Ethics and Bioethics” and the Science of Sustainability Institute. Courses run from May 8 to August 6.

Children of staff members are eligible for the courtesy scholarship for credit courses.

For a full course listing, admission requirements and an online application to this exciting summer program 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 application deadline is May 1.

Contributed by Elizabeth Elkins, Program Associate, Pre-College Program

Have Ideas for Staff Matters?

Send ideas and feedback to rlehner@emory.edu
“The Disability Factor”: A Conversation

PRESENTED BY GLORIA WEAVER AND MARTHA WISBEY,
OFFICE OF DISABILITY SERVICES

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THURSDAY, MARCH 18, 2010, 11:30A.M. - 1:00P.M.
FEW RESIDENCE HALL MULTIPURPOSE ROOM

Gain knowledge about people with disabilities who we teach, work and interact with in many aspects of life on and off campus (focus will primarily be on students with disabilities)

****BRING YOUR LUNCH **** COOKIES AND LIGHT BEVERAGES PROVIDED****

RSVP to KEN HORNBECK at khornbe@emory.edu

Congratulations!

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

15 Years of Service
Brian Bunke, Genetics
Tabitha Butler, F & P Medicine
Charmayne Dunlop-Thomas, Med
Martha Forrester, Medicine
Ludmila Friedman, Orthopaedics
Carol Gilligan, Medicine
James Newman, Pathology
Paige Smith, Medicine
Barbara Sommerfeld, Neurology

20 Years of Service
Bogumila Konieczny, Microbiology
Patricia Long, Surgery
Carletta Montgomery, Physiology
Janice Parrott, Medicine
Nettie Sutton, Radiology

25 Years of Service
Mary Malone, Gyn/OB

35 Years of Service
Deborah Martinson, Medicine
Meraida Polak, Neurology

Note: individuals listed were 4th quarter 2009 service award recipients per Human Resources
HR Learning Services

On behalf of HR-Learning Services, we are happy to inform you that the **cost of our programs will be reduced in 2010**. As part of our administrative review process, we were able to redirect some of the funds from other activities to support our most popular professional development programs.

- Manager Development Program (MDP) **from $900 to $500**, 
- Supervisor Development Program (SDP) **from $900 to $500**, 
- Administrative Professionals Program (APP) **from $600 to $300**, and 
- Mentor Emory will **remain free of charge**.

We hope that this will benefit your departments and allow more employees to participate in these and other professional programs that we offer.

For a small investment, participants gain access to great content, expert facilitation, and a network of colleagues that improve performance. Each program has a self-assessment, either the Birkman or DiSC, to promote awareness about style, communication and interpersonal skills. With the exception of Mentor Emory, Crucial Conversations is the one course that is the common thread in each of these programs. It promotes a common language around conflict resolution. Also, participants complete a small scale project that reflects the content from their program. We have seen some amazing projects that exemplify creativity, enhance productivity, and yield cost-savings within the University.

For more information about these programs, contact Anadri Chisolm-Noel, EdM., Manager of Training Learning Services at achisol@emory.edu or 404-712-8941

**Website:** [http://www.hr.emory.edu/learningservices](http://www.hr.emory.edu/learningservices)

*Contributed by Anadri Chisolm-Noel, Learning Services*

Diversity Climate Survey

Thank you to everyone who completed the Diversity Climate Survey in January. Approximately 557 people responded for approximately a 24% response rate. I will highlight a couple of findings in this issue and a couple more in the next issue. Your responses (including comments) were closely reviewed and analyzed by the Dean’s Taskforce for Community and Diversity Planning—Staff Retention and Development and will be used in developing the SOM’s Community and Diversity Plan as well as by the SOM Office of Staff Development in planning ongoing development opportunities.

So, what did you tell us?

**The majority of respondents indicated a neutral position in regard to how gender, sexual orientation, religion, ethnicity/race, age, or ability/disability affects their experience at work.**

15% indicated that **ethnicity/race** had a positive or extremely positive effect on their work, while 63% said the effect was neutral and 22% indicated a negative or extremely negative effect.

18% indicated that **gender** had a positive or extremely positive effect on their work, while 72% said the effect was neutral and 10% indicated a negative or extremely negative effect.

18% indicated that **age** had a positive or extremely positive effect, while 68% said the effect was neutral and 15% indicated a negative or extremely negative effect.

18% indicated that **sexual orientation, religion, or ability/disability** had a positive or extremely positive effect, while 78-79% said the effect was neutral and 5-6% of respondents

*Continued p. 12*
Portrait of Spirit: 
One Story at a Time

The Office of Disability Services, 
Community and Diversity, & the President’s Commission on Race and Ethnicity at Emory University cordially invite you to view this exciting photographic journalism display.

Al Mead, a Paralympics Medalist in Track and Field (A Gold in 1988 in Seoul Korea and a Silver in Barcelona in 1992) - photo by Billy Howard

Lauren McDevitt, a Paralympics Medalist in Equestrian (A Bronze at the 1996 Paralympics Games in Dressage held in Atlanta, GA) - photo by Billy Howard

The Dobbs University Center Gallery
March 8 – April 7, 2010

The exhibit highlights the individuality of people with disabilities, and banishes common perceptions about those who live with a disability. Black and White photographs and interviews tell the story of 25 individuals who fight the perceptions that their identity is limited to their disability.

Questions or Contact: 404-727-9877
Special Thanks for the support of this program to Billy Howard, Ozzie Harris, Gloria Weaver, Alex Christian, Stacey Derico, Maria Town Amy Du, and the Dobbs University Center

Exhibit on Loan from:
Southern Federation of The Arts

Upcoming Opportunities

Welcoming Diversity
March 12—9:00am-4:00pm (Register at: www.emory.edu/ncbi)

DA Training—Responsibilities and Expectations of DAs*
March 30—9:00am-12:15pm

DA Training—Research Compliance*
April 7—8:00am-12:00noon

Administrative Professionals Symposium
April 20—8:30am-11:30am or 1:00pm-4:00pm
(see your supervisor for registration information)

Controversial Issues Process
April 23—2:00pm-4:30pm (Register at: www.emory.edu/ncbi)

School of Medicine New Staff Orientation*
March 12—9:00am-4:00pm
March 30—9:00am-12:15pm
April 7—8:00am-12:00noon

DA Training—HR Management*
May 3—8:00am-12:00noon

DA Training—Faculty Matters*
May 27—8:00am-12:00noon

Welcoming Diversity
May 19—2:00pm-4:30pm (Register at: www.emory.edu/ncbi)

*Register in PeopleSoft Self-Service
(Select “Learning and Development”; “Request Training Enrollment”; “Search By Course Name”; enter SOM; Choose appropriate class from list and proceed with registration)

Staff Recognition (cont’)

and established liaisons at Georgia Tech. Her efforts have resulted in seamless submissions and multiple applications being submitted by students.

Katrina is highly respected by the faculty, staff, students, and post-docs that she interacts with. This is mainly attributed to the high work ethics, professionalism, and courtesy she demonstrates on a daily basis. These traits have resulted in multiple honorable mentions by graduating students in their defense papers and a couple of publications by faculty. She is highly regarded by her peers, often being a point of contact for assistance in such matters of “how-to”.

-excerpt from Award of Distinction nomination by Xiaoping Hu, PhD, Professor
We are Emory

You may have heard of a new initiative called We are Emory. We are Emory is a university-wide initiative launched by the Office of Community and Diversity. This initiative aims to recognize individuals who cultivate and build community at Emory. We are Emory seeks to establish a common language, gather information, and increase awareness about programs and initiatives dedicated to access, equity, and inclusion. At the end of the last academic year, the Office of Community and Diversity issued a call for nominations for 100 Community Builders. The 100 Community Builders are people who actively work toward actualizing Emory’s mission of collaboratively working for positive transformation in the world through courageous leadership in teaching, research, scholarship, health care, and social action, and who make Emory a more accessible, equitable, and inclusive place. The Office of Community and Diversity received over 250 nominations from across the University. Of the 100 selected, fifteen were from the School of Medicine. To read about each of the honorees go to: http://www.weare.emory.edu/communitybuilders

Shira Malka Asherman
Marietta Collins
Eugene Farber
Leon Haley Jr.
Stacy Higgins
Nina Long
Mitchell Zachary Berger
Cidjah Rodney-Somerall

Louis Burton
James Eckman
Lisa Flowers
Sheryl L. Heron
Rachelle Lehner
Kimberly Manning
Richard Pittman

The 100 Community Builders award is meant to honor faculty, staff, students, and alumni from every area of the Emory community.

Nominations for 2010 may be submitted by faculty, staff, students, and alumni. Nominators may submit multiple nominations. Nominations may be submitted through an online form found at http://www.weare.emory.edu/form.php. Nominations should include a statement of support, a brief biography of the nominee, and a picture of the nominee. Nominations should be submitted no later than Friday, April 30, 2010. For questions or further details, please email diversityrsvp@emory.edu.

CISV and Your Teen

Children’s International Summer Villages (or CISV) was started in 1951. The Atlanta Chapter was started in May 2004. CISV is a unique independent, non-profit, non-political volunteer youth exchange organization that offers children and adults the opportunity to make new friendships worldwide and understand and appreciate different cultures. While CISV offers many different programs, the philosophy of CISV can be summarized as a commitment to know countries through close friendships rather than as abstract places on a map, and to accept others without prejudice or stereotypes.

CISV evolved from a firm conviction that lasting peace is possible if individuals and groups can learn to live together as friends. For CISV, the key to making this vision a reality was to start working with children and youth. Programs were developed which offered young people opportunities to meet their peers from other countries and to form intercultural friendships. Locally, programs give people the chance to learn about the cultures in their own communities and explore important themes related to peace and understanding.

Summer 2010 Opportunities

Village – The original CISV program is the “Village”, a four week international camp attended by delegations of 11-year-old children (2 girls and 2 boys) and an adult leader from twelve nations. Approximately 60 Villages are held each year in various locations worldwide. This unique 28 day international camp features a mix of educational, cultural, and sporting activities which

Continued p. 12
emphasize cooperative global and intercultural living.

11-year-olds have the maturity to be away from home and understand the purpose of the Village. They represent their culture and are young enough to accept their differences without prejudice. They communicate easily, even without a common language, and are eager to make friends.

A director, staff, and six junior counselors (age 16-17), as well as the twelve Delegation Leaders, guide the Village program. Emphasis is on activities which encourage creative expression and close relationships among the children. Day by day, the children come to realize that the differences between them are less important than the similarities that bind them together. In a natural way, they learn the deeper significance of making international friendships.

**THERE ARE SPACES FOR 11 YEAR OLD BOYS and GIRLS to go to Village in Mexico**

**Summer Camp** – “Summer Camp” is CISV’s newest activity. It is a three week international camp attended by delegations from 8-10 nations. Each delegation has an equal number of 14-15-year-old boys and girls and an adult leader. Specific ages of the participants are determined by the host nation.

Although Summer Camp format is similar to that of a Village, a Summer Camp is different in many ways. This multi-cultural camp develops a particular theme through international activities and discussions. The emphasis is on youth leadership with adult facilitation. As in all CISV programs and activities, Summer Camp affords ample opportunity for fun and making new friends from around the world.

**THERE ARE SPACES FOR TWO 14 YEAR OLD BOYS to go to Summer Camp in Indonesia**

(The girls’ slots have been filled for Summer 2010)

Date of programs are listed on the CISV Atlanta website - http://www.facebook.com/l/91975;www.atlanta.cisvusa.org

FOR MORE INFORMATION:
Cindy Caldwell
Cinder1973@gmail.com
404-275-3855

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March is….

**Women’s History Month**

For a listing of events visit:

www.womenscenter.emory.edu

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**Diversity (cont’)**

indicated a negative or extremely negative effect.

83% (455 respondents) strongly agree/agree that the SOM has a diverse workforce, while 17% (93 respondents) strongly disagree/disagree. While the majority believes the workforce is diverse, the perception is that there is less diversity in certain positions than in others. This perception does appear to align with data from Human Resources and warrants our attention. It is the SOM’s goal to continue striving for a diverse workforce in which all people feel valued and appreciated.

Stay tuned for more survey data in the next issue!