

# Northwestern | HUMAN RESOURCES

January 2025

## Employee Matters

### Message from HR Vice President and CHRO Lorraine Goffe

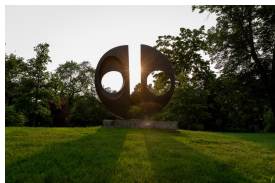
Dear Faculty and Staff,

Happy new year! I have heard time and again that the University winter recess feels like a gift. Not only is it extensive time off, inboxes and calendars are not full upon our return.

I do want to recognize our colleagues across all areas of Northwestern who must work during the recess. Whether you do end-of-year processing, work in a research lab, or are a member of Facilities, to note just a few, we are grateful for your service and hope you make up that time in the near future. No doubt it can be difficult during the year to actually take time off because just like other workplaces, we value hard work and putting in the time to get our jobs done.



But I hope in 2025 we can also place value on vacations during the year – because without breaks, stress and burnout are not far behind. Let's not call it a resolution or a goal, but instead, let's move our culture to one that values taking time off for the great jobs we are doing. I bet we'll find that we're even more productive -- and happier.



### Benefits Spotlight

#### Use it or Lose it: 2024 Plan Year Guidelines for Health Care, Limited Purpose, Dependent Care FSA Plans

You may be reimbursed for expenses incurred during the 2024 plan year, with service dates from January 1, 2024 through December 31, 2024. Northwestern offers a grace period from January 1, 2025 through March 15, 2025, which allows participants additional time to incur eligible expenses and spend down any unused 2024 funds.

Claims for expenses incurred between January 1, 2024 and March 15, 2025 must be **submitted by March 31, 2025**. Please note, the claim is based on the date you received the item or incurred the service, not the date of payment for the item or service. Any used or unclaimed funds will be lost.

### On Your Radar

#### Electronic W-2 forms coming soon in myHR

W-2 forms for 2024 will be available in [myHR](#) by Thursday, January 23. Hard copies will be mailed by Friday, January 31.



#### Annual Conflict of Interest Disclosure launching soon

The annual disclosure will open in Northwestern's *eDisclosure* system on February 3, and you will receive an e-mail with a direct link to access and complete your disclosure in *eDisclosure*. **Disclosures must be completed by March 3**, and are reviewed by your

supervisor.

Read more about Northwestern's [Policy on Conflict of Interest and Conflict of Commitment](#). Your participation is an important component of maintaining Northwestern's high ethical standards in its academic, research, and administrative activities. Please reach out to NUCCI at [nucci@northwestern.edu](mailto:nucci@northwestern.edu) with any questions.



## Engagement

### Fireside Chat with President Michael Schill

NUSAC is hosting the annual Fireside Chat on **Tuesday, January 28, at 10am CST**. Vice President for Human Resources and Chief Human Resources Officer Lorraine A. Goffe will lead a conversation with President Schill addressing University news, insights on

Northwestern's priorities and guiding principles, and other topics on the minds of staff. This event is happening in-person and will be livestreamed. [Learn more and register](#).

### Human Resources Needs Assessment Survey Results

Thank you to all who participated in the talent development and recognition and the well-being needs assessment surveys last fall. Employees highlighted the need for more customized opportunities covering skills such as leadership, communication, innovation, onboarding, and DEI. Hybrid learning is preferred, though time and workload can be barriers. Employees also value existing recognition programs and want to see more personalized and consistent practices.

Employees noted the need for more communication of well-being programs and caregiving resources. In addition, employees would like enhanced health and financial education resources. Your input is critical for informing our overall strategy, coupled with our evergreen goal of meeting the needs of our community. Some of the suggestions we received are already under way while we work on our long-term strategy.

### Living Words like this Poem

Join the Women's Center on **Tuesday, February 4, at 5:30 p.m.** for a meditative reflective writing workshop inspired by Audre Lorde and led by Alexis Pauline Gumbs, author of *Survival is a Promise*. This event is virtual, [reserve your seat](#). ASL and CART provided.

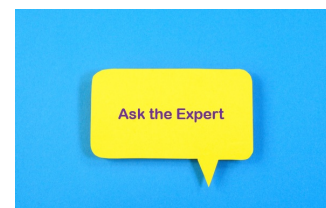
### Seeding Change: Reimagining our Collective Futures Screening Event: *Stories of Futures Yet to Be*

Join OIDI on **Thursday, February 6, from 3-5 p.m.** for an evening of narrative shorts that challenge our understanding of what is possible. These films bring to life visions of Afrofuturism, exploring themes of resilience, innovation, and community in a world reimagined. From tales of speculative futures to intimate stories of personal transformation, these cinematic works illuminate paths to a more just and inclusive tomorrow. Light refreshments provided. [Reserve your seat](#).

## Ask the Expert

Ask the Expert is a monthly Q&A column authored by experts from across the University and focused on common workplace challenges.

This month's column delves into best practices for email communication and is authored by Janet Walzer, Associate Vice President of Human Resources and Chief of Staff. [Visit the Manager's webpage](#) to read the column.



## Your Well-being

### NEW: Caregiver Grief & Loss Support Group

We've partnered with our [Employee Assistance Program \(EAP\) SupportLine](#) to offer a free virtual four-week Caregiver Grief &

Loss support group February 4-25. The group will be participant led and facilitated by a licensed counselor. [Learn more and register](#).

### Join us for our Monthly Coffee & Connection Series

Meet & greet fellow NU colleagues and take a break at [Coffee & Connection \(CC\)](#). The February sessions will include free headshots (limited availability)!

- Wednesday, February 12, 9:30-10:30 a.m. | Chicago campus
- Thursday, February 13, 9:30-10:30 a.m. | Evanston campus

[RSVP for a session](#) and [join the well-being mailing list](#) to receive future event information.

### Register for a Live Virtual 15-Minute Stretch Break

Movement breaks can help you pause and re-set, providing an instant boost to your well-being. [Reserve your spot](#) to get these breaks on your calendar and receive access to the recordings facilitated by NU Recreation instructors.

### Manage Stress with a Weekly Jin Shin Jyutsu Session

Participate in our [Jin Shin Jyutsu \(JSJ\)](#) sessions this quarter to address stress and fatigue. This integrative practice teaches you how to unblock stagnant energy, restore balance, and promote healing. Weekly attendance is not required, and session materials are shared with registrants. [Register for a session](#).

### Exploring Mindful and Intuitive Eating Webinar

Join Vicki Shanta Retelny, RDN, on Friday, January 31, 12:30 p.m-1 p.m. for an educational webinar to explore mindful and intuitive eating. These practices can help alleviate stress eating, manage weight, type 2 diabetes, and inflammation in the body. [Register here for the webinar](#).

### Host a 90-minute MHFA Overview

[Mental Health First Aid \(MHFA\)](#) is an evidence-based training program that teaches participants how to provide initial support for someone who may be experiencing a mental health challenge. MHFA Overview sessions are available to teams, departments, units, and staff affinity groups on request. [Learn more here, including how to submit a request](#)

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## Learn and Grow

### Resolutions Fail? Don't Fret!

New Year, New Me! Have you abandoned your New Year's Resolution? If so, [catch up on Dr. Michelle Segar's research](#) to learn why it may not be your fault and how to navigate this common challenge.



## Caregiving

### Take Advantage of a Caregiving Benefit

Are you caring for a child or an aging family member? Maybe you need some assistance managing your own well-being. Cariloop is a concierge service that provides help with navigating caregiving challenges. Join [Coffee Talk: Get to Know Your Cariloop Benefit](#) on

January 28, 2025, from noon to 1 p.m. to understand the resources and personalized coaching available.

### Disabilities & Neurodiversity Webinar

Join *Care Talk* on February 11, 2025 at noon for a webinar on [Caring for Your Older Child with Disabilities](#). Topics will include rights concerning education and employment; protecting and providing for your child with disabilities; legal and financial issues; and effective parenting and family management.

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## Manager's Tip

### Forget Resolutions.... Focus on Requirements

Leaders can make an impact in the new year by focusing on specific and achievable goals rather than vague resolutions. Discover more [New Year's resolution tips](#) that can help create a structured environment to encourage accountability and drive sustainable growth.



Join [Manager's Corner](#) to learn more about this topic and connect with the Northwestern Manager community.

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## Inside HR

We are thrilled to announce that Charles Kellom has joined Human Resources as our Inaugural Director of Inclusion. Charles earned his BA in Communications and MA in English from the University of Dayton, as well as his MFA from Hamline University. Charles brings over 15 years of experience, including previous roles at Northwestern. Please join us in welcoming Charles back to Northwestern!



*To promote an innovative and inclusive workplace where all individuals thrive and collaborate to advance our Northwestern Directions.*

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# Northwestern University



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