

GSD Staff News

Fall 2016



Who's Who? Who's New?

Afshaan Alter Burtram - Executive Assistant, Architecture (aburtram@gsd.harvard.edu)

Simi Delevett - Part-Time Academic Appointments and Payroll Assistant, Faculty Planning (sdelevett@gsd.harvard.edu)

Anna Devine – Communications Specialist, Communications (adevine@gsd.harvard.edu)

Alexander Hermann - Research Assistant, Joint Center for Housing Studies (alexander_hermann@harvard.edu)

David Luberoff - Senior Associate Director, Joint Center for Housing Studies (david_luberoff@harvard.edu)

Alexander Nosnik - Financial Analyst, Finance (anosnik@gsd.harvard.edu)

Lauren O'Brien - Executive Assistant, Landscape Architecture Urban Planning & Design (lobrien@gsd.harvard.edu)

Robin Slavin - Career Services Counselor, Student Services (rslavin@gsd.harvard.edu)

Courtney Ward - Assistant Director of Leadership and Reunion Gifts, Development & Alumni Relations (cward@gsd.harvard.edu)



Save the Date

All Staff Meeting

October 25th, 9:00am to 10:30am
Stubbins, Gund Hall

Thanksgiving Thank You Event

November 22nd, 2:00pm to 3:30pm
Piper Auditorium, Gund Hall



GSD Staff Recognition

Reward and Recognition

Does someone on the GSD Staff deserve a pat on the back, or have they gone above and beyond the call of duty... helped you on a project...really stepped up? **The GSD Reward & Recognition Committee wants to know!** Each month during the Academic Year, based on your nominations, we will applaud one person or team by giving them a certificate and a \$50 bonus. Nominations will be awarded monthly and are accepted through April 2017. Nominations should be submitted to: lplosker@gsd.harvard.edu.

Here are some rules regarding the nominations:

- Staff being nominated must have been employed at the GSD for one full year (please check with HR for hiring dates)
- All committee members (past Dean's Award recipients) and past committee members are not eligible
- Staff who have received an Applause Award within the past two years are not eligible.

To view past Dean's Award and Applause Award recipients please visit:

<http://www.gsd.harvard.edu/resources/staff-awards-recognition/>

The 2016-2017 GSD Reward & Recognition Committee includes Hal Gould, Karen Kittredge, Meghan Sandberg, Rachel Vroman & Lisa Plosker (HR Ex-Officio)



2017 Harvard Open Enrollment

Benefits Open Enrollment for 2017 is November 2-16, 2016. This is your annual opportunity to review your benefits options and choose the ones that best meet your needs and those of your family. Open Enrollment packages will be mailed to homes in mid-October and additional information will be available online this fall.



Flu Vaccination Clinics

Flu Vaccination Clinics will begin on September 19th through December 13th in the lobby of 124 Mt. Auburn St, University Place, from 12:00pm to 3:00pm, every Monday and Tuesday except for University holidays.

The clinics are free and open to anyone with a Harvard ID, HUGHP insurance care or a HUSHP BCBS card.



Harvard Training Portal

The Harvard Training Portal brings together all of your compliance and professional development in one modern platform. It has replaced three systems: Environmental Health and Safety's TMS system, PeopleSoft Training Administration, and Eureka. All work instructions, courses and transcript information you found in those systems are now in the training portal, along with third-party content from Lynda.com and Harvard ManageMentor.

All CWD courses are now available for enrollment in the [Harvard Training Portal](#), where you can find Harvard's professional and compliance training all in one easy-to-use site!



Harvard EAP

Harvard's Employee Assistance Program (EAP) offers immediate, free, confidential help for all Harvard employees and their household members. You can find legal advice, nutritionists, child care referrals, and much more by contacting the EAP at 877-EAP-HARV (877-327-4278). Call any time to speak with a trained counselor or for a referral to an experienced professional.



Engagement @ Harvard

Engagement@Harvard is an area of collective focus for our community. The aim is to foster greater engagement: the emotional and intellectual involvement that motivates employees to do their best work and contribute to Harvard's success.

GSD staff are invited to enroll in any of Harvard University's **Engagement Programs**:

What Drives You?: Develops awareness of one's strengths and values and intrinsic motivators to find greater meaning at work.

Engaging Conversations: Initiate powerful conversations more frequently at work and productively build strong workplace relationships.

Embracing Change: Improves our ability to actively identify problems and opportunities for change, as well as maintain effectiveness when experiencing change in work tasks or work environment.

Making the Most of Feedback: Explores methods to contain and capture the feedback most important to your future growth and success.

Career Check Up: Auditing your career helps to keep it healthy, including taking time to reflect on your career goals and connecting to the career resources available at Harvard.

See <http://hr.harvard.edu/engagement-harvard> for this and additional resources.



Outings & Innings

Outings & Innings provides various perks and discounts to Harvard employees including tickets for museums, movies, sporting events and more. The King Richard's Faire, Canobie Lake Park Scream Fest, and Boston Ballet's Nutcracker are just a few of the tickets available today! To see a full listing and to sign up for weekly alerts on specials, visit their webpage at <https://outingsandinings.harvard.edu>