Dear Colleagues,

As we enter the second month of the year, I encourage you to continue pursuing any resolutions and commitments you’ve made to discover, learn, and grow in your professional and personal lives.

To assist you professionally, we will be offering new learning and development opportunities focusing on enhancing communication; honing management and leadership skills; understanding and valuing our various work styles; and more with intentional efforts to connect to specific performance, development, and advancement goals. If you have ideas for learning opportunities, please contact Saleem Curry or me.

Next month, we will relaunch our Ambassador Outreach meetings as a way for you to share your thoughts about our current organizational culture and climate. Ambassadors will begin a regular schedule to solicit ideas on ways we can work together at all levels to create positive change and retain actions and practices that are helpful and valuable.

Another way we will be collecting your feedback this spring is our 2019 University Services employee survey, which will cover (but not limited to): communication, diversity and inclusion, development and advancement, job performance, employee engagement, and tools for workplace success. Your feedback is critical to your individual and the organization’s collective success and will help to create an environment where everyone can thrive.

Sincerely,

Verita Murrill
Director of Talent and Organizational Development
**Save the date!**

**Rewards and Recognition Event**
Wednesday, March 20; 1 pm, Richardson Auditorium
Reception to immediately follow at Chancellor Green Rotunda

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**Welcome Colin**

On January 7, Colin Keeley joined USIT as Departmental Computing Support to assist with the University computer replacement program and desktop support. He previously worked as a service technician for Microsoft where he specialized in Operations and Deployment of Microsoft’s latest technical solutions. Colin is currently studying audio production in order to combine his passion for music with his technology background.

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**Microsoft Office 365/Exchange Online Update**

As a part of an initiative to improve IT security, OIT is currently upgrading Exchange email to Microsoft Office 365 cloud services.

The following is a schedule for University Services departments that have not already migrated (subject to change):

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 5/6</td>
<td>Campus Dining</td>
</tr>
<tr>
<td>February 10/11</td>
<td>Housing and Real Estate Services</td>
</tr>
<tr>
<td>March 3/4</td>
<td>Office of the VP and Administration</td>
</tr>
<tr>
<td>March 10/11</td>
<td>Print and Mail Services</td>
</tr>
</tbody>
</table>

OIT will be sending information to departments closer to the migration date. Additional information about the migration process and how to prepare may be found [online]. If you have any questions or concerns, please contact Kevin Guilbault or Josh Thomas.

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**Ambassador Outreach**

University Services Ambassador Outreach sessions will take place in the second half of March. During the outreach, Ambassadors will reconnect with their small groups and provide Diversity and Inclusion Steering Committee (DISC) updates, as well as share information about the upcoming climate survey scheduled for April.

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**UNIVERSITY SERVICES LEARNING OPPORTUNITIES**

**Fostering Inclusion: Understanding the Impact of Bias, Stereotypes, Micro-aggressions, and Bystander Intervention**

Wednesday, February 13, 1:30 pm–3 pm
Facilitator: Cheri Burgess, Director, Institutional Equity and EEO, Office of the Provost and Regan Crotty, Director, Title IX Administration, Office of the Provost

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**D&I SALON**

**In the Nation’s Service: Princeton’s Commitment to Improving Race Relations**

Thursday, February 21, 10 am–11:45 am
Facilitator: Grace Penn, Associate Director, Affiliated Groups, Office of Alumni Affairs, University Advancement

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**Register at the Employee Learning Center**
Locations will be shared with registrants prior to each session.
Congratulations Chef Michael
On January 15, Chef Michael Gattis from Rockefeller/Mathey earned a bronze medal in the 2019 National Association of College and University Food Services (NACUFS) Mid-Atlantic Culinary Competition at Gettysburg College. Competing chefs were challenged to create a dish featuring venison saddle.

In December, Campus Dining coordinated a day of volunteering at the Trenton Area Soup Kitchen (TASK). Eleven University Services staff helped serve 500 meals, which were prepared by Campus Dining.

Last month, Assistant Vice President Smitha Haneef delivered the keynote address at the University of Colorado, Colorado Springs “Grain School” — a three-day event that brings together farmers, bakers, academics, and others who explore the impact of grain on human and planetary health.

Several residential dining units hosted cooking classes for students during intersession. The two-hour classes were led by the culinary teams at (from left) Forbes, Rockefeller/Mathey and Whitman dining halls.
Frist Hosts Three Large Events in January

On January 17 and 18, Frist welcomed career representatives from over 100 east coast colleges and universities for the 2019 Career Services Technology Meeting.

On January 3, Jamie Washington from the Washington Consulting Group delivered a keynote address during a symposium hosted by the Office of Campus Life.

On January 29, the annual Community Works Conference, which draws hundreds of local volunteers, was held in the Frist Food Gallery, classrooms and MPRs offering workshops to support nonprofit staff, leaders and volunteers from many local organizations. Their theme was "Accentuate the Positive!"

Planning for Reunions Support Underway, Volunteers Welcome

Campus Venue Services has begun planning for Reunions Wristbanding sites, Rovers and P-rade golf carts. If you would like to get involved this year, please look for the sign up when it becomes available, or email Marguerite Vera for more information.

Job Posting: Venue Operations and Student Team Manager, Frist Campus Center

The Venue Operations and Student Team Manager is responsible for daily operations of Frist Campus Center with a flexible schedule that includes day, night and weekend hours; management of over 70 student workers in the Frist Campus Center; and central services for over 200 students who work Campus Venue Services’ other venues and University sponsored events. Read the full job description.
Support for First Year Students and Experiences

From February 15–17, Conference and Event Services (CES) is supporting the 1vyG conference, “From Moment to Movement: Capitalizing on our FLI Experiences to become Agents of Change in Our Communities.” Princeton hosts the fifth annual conference bringing together communities of diverse, first-generation and low-income students from across the Ivy League and peer institutions.

From February 17–19, CES is supporting the First-Generation Lower-Income (FGLI) Consortium Administrator Conference. This annual gathering is an opportunity for a community of faculty and administrators to collectively address complex issues impacting FGLI students across higher education.

On Thursday, January 31, CES hosted its annual Event Planning 101 in McCormick 101. University colleagues from several University departments discussed the services they provide in support of events on campus, from conference planning, lectures and departmental receptions.
Congratulations Evelina

Evelina Chung, previously Financial Coordinator, began her new role as Financial Analyst on January 2. Evelina’s new position title accounts for the varied financial roles and responsibilities she has within Housing and Real Estate Services (HRES), including performing complex budget analyses, collecting data, reporting, and processing financial transactions for the Housing team.

Housing Project Updates

In February 2018, HRES reported the approval by the Princeton Historical Preservation Commission (HPC) for the renovation project at 19 University Place (pictured below), which is now complete with 13 fully renovated one-bedroom apartments. Units will be offered to faculty later this spring.

Construction at Springdale Apartments (pictured below) is underway. Located on College Road West near the Graduate College, this property consists of three buildings housing 14 units of faculty rental apartments and townhomes. This project is anticipated to be completed this fall.
High Demand for Student Academic Posters

The Digital Print Center (DPC) started the New Year off with a larger than usual amount of academic poster printing. In one week alone, the DPC printed over 46 large-format posters for Computer Science students who were presenting their work.

With no signs of slowing down, the DPC is gearing up to provide academic poster printing for approximately 22 different labs on campus, which will yield about 80 large format student academic poster prints in early February. Print and Mail Services continues to work with academic departments and students to help coordinate the influx of academic poster print requests.

The DPC also provides large format printing for faculty and staff, including indoor/outdoor banners and posters, indoor/outdoor signage, and lawn signs. For more information visit our website, call 609.258.5560 or email digitalprintcenter@princeton.edu.
Commuter Habit Survey
All staff are encouraged to participate in a commuter survey, scheduled to be emailed to faculty and staff later this month. The survey, supported by Human Resources and the Office of the Dean of the Faculty, will examine employee commuter habits, reactions to a fee-based parking program and further inform strategies needed to create behavior change moving forward.

Revise Your Ride Celebrates Second Year
On Wednesday, February 27, Transportation and Parking Services will host its second annual breakfast for participants in its Revise Your Ride (RYR) program at the Lewis Center for the arts Forum at 9:30 am. The event will include Commuter Awards to recognize 1,560 employees (and counting)—which makes up about 23% of the University employee population—currently enrolled in the RYR program. All RYR members are welcome.

Reminder to Transponder Holders
Employees who park in either the North or West Garages are asked to make sure their TPS-issued transponder is installed correctly. To ensure a clear signal to the reader, the transponder should be affixed to the lower driver-side corner of the windshield so that the light gray side faces outward.

FREE MEMBERSHIP
WITH ENROLLMENT IN ANY REVISE YOUR RIDE COMMUTING OPTION ($40 PER YEAR)

Members of the University community who enroll in any Revise Your Ride (RYR) commuting option receive a free membership with Enterprise CarShare.

Thirteen fuel efficient vehicles are conveniently located on campus and allow students, faculty and staff with a driver's license to rent a car for one hour up to a full day.

How does carsharing work?
Where are cars located?
Revise Your Ride Commuting Options

Have questions? Contact Amanda Stevens, Commute Options Manager for more information. commute@princeton.edu
Welcome New Staff!

- **Brian Deissinger**
  - Position: Cook
  - Department: Campus Dining
  - Start Date: January 21

- **Edilma Gonzalez**
  - Position: Residential Food Service Worker
  - Department: Campus Dining
  - Start Date: January 7

- **Colin Keeley**
  - Position: Departmental Computing Support
  - Department: University Services IT
  - Start Date: January 7

- **Krystle Pascale**
  - Position: Kosher Cook
  - Department: Campus Dining
  - Start Date: January 7

- **Mathilda Sackey**
  - Position: Food Service Worker
  - Department: Campus Dining
  - Start Date: January 7

- **Linda Song**
  - Position: Residential Food Service Worker
  - Department: Campus Dining
  - Start Date: January 7

Congratulations!

- **Evelina Chung**
  - Position: Financial Analyst
  - Department: Housing and Real Estate Services
  - Start Date: January 2
  - Note: Began her new role as Financial Analyst on January 2.

- **Tara Keeler**
  - Position: Senior Operations Manager
  - Department: Campus Dining
  - Start Date: January 28
  - Note: Began her new role as Senior Operations Manager on January 28.
### Job Openings

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Requisition #</th>
<th>Term</th>
<th>Part/Full Time</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Dining</td>
<td>Food Service Worker - Butler Wilson</td>
<td>2018-9846</td>
<td>AYE</td>
<td>Full Time</td>
<td>MSU 010</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Catering Field Representative/Administrative Assistant</td>
<td>2018-9845</td>
<td>AYE</td>
<td>Full Time</td>
<td>MMX 090</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Food Service Worker (Center for Jewish Life)</td>
<td>2018-9717</td>
<td>AYE</td>
<td>Part Time</td>
<td>MSU 010</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Operations Manager (Catering)</td>
<td>2018-9688</td>
<td>12-mo</td>
<td>Full Time</td>
<td>ADM 030</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Retail Food Service Worker (Frist Campus Center)</td>
<td>2018-9622</td>
<td>AYE</td>
<td>Part Time</td>
<td>MSU 041</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Catering Field Representative</td>
<td>2018-9580</td>
<td>AYE</td>
<td>Full Time</td>
<td>MMX 090</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Retail Food Service Worker (Frist Campus Center)</td>
<td>2018-9547</td>
<td>AYE</td>
<td>Part Time</td>
<td>MSU 041</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Catering Hospitality Manager</td>
<td>2018-9384</td>
<td>12-mo</td>
<td>Full Time</td>
<td>ADM 020</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Chef de Cuisine (2 open positions)</td>
<td>2018-9382</td>
<td>12-mo</td>
<td>Full Time</td>
<td>ADM 030</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Catering Cook</td>
<td>2018-8569</td>
<td>12-mo</td>
<td>Full Time</td>
<td>MSU 067</td>
</tr>
<tr>
<td>Campus Venue Services</td>
<td>Venue Ops./Student Team Mgr. (Frist Campus Center)</td>
<td>2019-9878</td>
<td>12-mo</td>
<td>Full Time</td>
<td>ADM 040</td>
</tr>
</tbody>
</table>

Search for other open positions or update your profile online at [Careers at Princeton](#).
Child Care Resources for University Staff

Princeton University offers a variety of child care resources to benefits-eligible staff. More information can be found on the Office of Human Resources website.

Employee Child Care Assistance Program (ECCAP)
The Princeton ECCAP is designed to help faculty and staff meet the cost of child care for children up to and including prekindergarten-aged children. Learn more

Child Care at Princeton
There are two University-affiliated childcare centers (University-NOW Day Nursery School, University League Nursery School). Both are accredited by the National Association for the Education of Young Children (NAEYC), which is generally acknowledged to be the most rigorous of the national accrediting agencies for childcare centers. The children of University faculty, staff, and students have priority for admission.

Child Care Resource/Referral
If you are a benefits-eligible member of the Princeton University faculty or staff or a graduate student, and are in need of a complete list of accredited/registered child care providers in your area, please refer to the Carebridge website and enter the Princeton access code of TW8AE.

Back Up Care Advantage Program
Princeton University has partnered with Bright Horizons to provide faculty and staff with backup care when they experience temporary disruptions in their child, adult or elder care-giving arrangements that would otherwise prevent them from fulfilling work or study obligations. Learn more

Childcare Centers Offering Discounts to University Faculty and Staff
See complete list

Summer Day Camp
The Department of Athletics, Campus Recreation, runs two different summer camps. One age group is 6–10 year olds known as the Junior Camp, and the other age group is for 11–13 year olds, known as the Senior Camp.

ESF is offering Princeton faculty, staff and students a 5% to 10% discount on summer camp tuition. For more information on their camp programs and locations, call 800.529.CAMP or visit www.esfcamps.com.
Dates to Remember

**Free Fitness Week at Dillon Gym**
Monday, February 4–Sunday, February 10
Dillon Gym [Learn more]

**Mindfulness Meditation**
Thursdays, February 7, 14, 21 & 28
(light lunch provided)
12:30 pm–1:30 pm, Dodge Hall [Learn more]

**Council of the Princeton University Community (CPUC) Meeting**
Monday, February 11
4:30 pm–6 pm,
School of Architecture, Betts Auditorium

**Princeton Writes**
**Fifth Annual Staff Essay Contest**
Submission Deadline: Thursday, February 28
[Details]

**University Services Rewards and Recognition Event and Reception**
Wednesday, March 20
(snow date: Monday, March 25)
1 pm–4 pm, Richardson Auditorium & Chancellor Green Rotunda [Learn more]

**HR Service Recognition Luncheon**
Thursday, March 21
Noon, Jadwin Gym [Learn more]

**Princeton Preview**
Tuesday, April 9 & Wednesday, April 10
Monday, April 15 & Tuesday, April 16
Questions? [Email preview@princeton.edu]

From the Academic Calendar

**MIDTERM PERIOD:** March 11–March 15

**SPRING RECESS:** March 16–March 24