Dear Colleagues,

It seems as if time passes increasingly faster, taking us through the fall holidays and soon we will welcome in the New Year. It has been a whirlwind of faces, people, concepts, and acronyms in the past two months since you welcomed me to University Services. The sincerity of the emails and self-introductions have been genuine and pervasive. I have not felt such a connection to the people I work with as I do here. I have observed it to be a natural occurrence, mixed with collegiality and sincerity, and I am proud to be part of this team.

There is so much teamwork involved in a number of our projects such as the Helm move and Rewards and Recognition. With the deadline of the Rewards and Recognition around the corner (December 31!), we hope that you can set aside time to submit nominations for well-deserving colleagues and team members. Feel free to send nominations directly to my attention, if you are unable to access the form.

Time has taken us through the seasons and holidays, accompanied by a sense of thankfulness and family. It is my hope that you find your time filled with tremendous memories, family, and friends. Wishing a joyous holiday season to you and your family.

If there is ever an opportunity where I may be of any assistance, please do not hesitate to reach out. I look forward to working with all of you.

Hau’oli Makahiki Hou (Happy New Year),

Roger Verzosa
Executive Assistant & Office Manager, Office of the VP
University Services Rewards and Recognition

Now Accepting Nominations Through December 31

Have you nominated?

There are 3 ways you can nominate:

1. Type it
   Easy-to-use online nomination form

2. Write it
   Download forms or request a form from your manager

3. Say it (NEW!)
   Speak with your manager or contact Chris Lentz to schedule a recording session

SAVE THE DATE

2020 Rewards and Recognition Celebration
Wednesday, March 18, 2020, Richardson Auditorium and Chancellor Green Rotunda

OIT Taking Steps to Address Unwanted Email

On December 12, a new email spam filtering feature was enabled for the University Exchange Online email service. The change—which affects Exchange Online accounts only—will result in new incoming spam and other unsolicited email messages being filtered into the “Junk” folder. For Outlook users, the Junk features built into Outlook will be operational after this change is made.

Please refer to the links to the right for additional settings and controls.
Giving Thanks at the Dining Halls
A week prior to Thanksgiving, the dining halls at the Residential Colleges and at the Graduate College prepared Thanksgiving feasts.

Butler/Wilson Teaching Kitchen
On December 4, Executive Chef Brad Ortega taught about 30 seniors how to create globally inspired, nutritious meals for themselves after graduation. The program was a Last Lectures event.

Welcome David
On December 9, David Dembek joined the Campus Dining team as Associate Director, Retail. He is responsible for overseeing Frist and satellite retail operations, as well as Athletic Concessions. No stranger to the hospitality arena, David brings with him years of experience managing banquet venues and operations in the NY/NJ area.
Welcome Instructional Support Services!

In an effort to create greater efficiencies and align support across campus, Instructional Support Services (ISS), will transition from the Office of Information Technology to University Services, joining the Campus Venue Services team, effective January 1, 2020.

Read the full announcement

CVS Welcomes Two New Venue Associates

Cheron Crowell (left) joined the Venue Services team on November 18, providing venue support for both East Pyne and Chancellor Green spaces. Inkyung Yi will be joining the Performing Arts team on January 18, providing venue support for the Lewis Arts complex.

Center of Activity at Frist

1. Backwards Bookstore returned on December 6 and 7 with Bill Pierce, Theatre Operations Technician, collecting books to donate to the Puedo Leer Library in Nicaragua. 2. Frist got festive just in time for the Winter Fest event on December 6. 3. Community Affairs hosted an End of the Year reception and lecture with retiring Director of McCarter Theater and play write, Emily Mann.

Julis Romo Rabinowitz/Louis A. Simpson buildings were home to an Economics Skit Party on December 5, where 130 graduate students from the Economics Department performed with the help from the Venues Team, ISS, and Performing Arts Services.

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Date Set for Annual Event Planning Panel
Conference and Event Services (CES) will be hosting Event Planning 101 on Thursday, January 9. The annual event brings together event planners and campus partners from departments such as Facilities, Campus Dining, University Scheduling amongst others to learn about best practices when planning an event at Princeton. Event Planning 101 will be held from **9 am to noon in McCormick 101.**

Supporting the Holiday Food Drive
CES is assisting Community and Regional Affairs with the annual **Holiday Food Drive.** Donated food and home and beauty items will be given to Mercer Street Friends Food Bank to help our neighbors in need across Mercer County. Collection boxes were dropped off **at campus locations** shortly before Thanksgiving and will be picked up on December 19.

Coming in January 2020
- W.E.B. Du Bois Scholars Weekend Intensive
- Annual Fire Facts Seminar hosted by Site Protection

**EMS Training Available for Staff**
EMS training for the spring semester will be available for sign-up in the Employee Learning Center in January.

*Training Schedule*
Welcome Cassie

Cassie Lang joined the Faculty/Staff Housing and Real Estate Services (HRES) office in October. Cassie is already busy assisting the staff with rental and real estate purchase program activities. She has previously worked in the Development Office at Princeton so she might be a familiar face to some on campus. Welcome to HRES, Cassie!

New Process for Students Staying on Campus During Winter Break

With winter break approaching, HRES is implementing a new process this year for students staying on campus for any part of the break. For reasons of safety, undergraduate students staying on campus for any portion of the break period are required to register online. Students will be asked to indicate all dates that they plan to be in residence so that dorm access can be granted.

Housing Management Software Upgrade Complete

Following the successful testing phase of the Odyssey/HMS/ResCenter housing management software last month, version 19.2 was installed on December 10 and is up and running. The upgrade unlocks new features, such as scheduling bulk communications to students, and enhancements to existing features, providing users with the best online experience available.

Over 300 Followers on Our Instagram

Since launching in late August, the student-focused “Insta” account (@princeton_studenthousing) has gained over 300 followers. Posts on the social media platform cover everything from important reminders and announcements, to current and historical fun facts about the campus.

All staff are invited to follow us!
Holiday Food Drive
Print & Mail Services’ (P&M) Digital Print Center location (201 Nassau Street) was one of several campus drop-off locations that participated in this year’s Holiday Food Drive. Donations benefit the Mercer Street Friends Food Bank. Learn more about the Drive from the Community and Regional Affairs website.

Sending Thanks to our Deployed Servicepeople
For the second consecutive year, P&M worked with the Office of Community and Regional Affairs to set up a card writing station at its Digital Print Center location, complete with cards, pens, and sample messages for campus community members to stop in and write a card to a deployed serviceperson through Operation Gratitude.

Print & Mail Selected by Keller Center
With the unveiling of its new logo and launch of its new website, the Keller Center for Innovation in Engineering Education at Princeton has hired P&M to develop a variety of compelling and accessible collateral, including posters, stationery, PowerPoint presentations, and more. P&M was selected by the Keller Center after a “design invitational” that included two other design services, who each submitted a poster design that followed the Center’s newly established brand guide and specific parameters.

Holiday Schedule Notice
Please be advised of the following modified service hours during the upcoming holiday.
Print Services (701 Forrestal) and Digital Print Center (201 Nassau Street) will be closed from December 25, 2019 through January 1, 2020.
Mail Services will continue while the University is open.
Normal operations will resume on Thursday, January 2.
2019 Holiday TigerTransit Schedule in Effect through January 1, 2020

TigerTransit will be operating under a modified holiday schedule for the remainder of the calendar year. Please note that all lines will not be in service during the following University Holiday closings: December 25–27 and January 1. Normal service will resume on Thursday, January 2, 2020.

TigerTransit Detour Routes
Several TigerTransit routes are continuing their modified routes during the bridge closure. More information and time tables for affected routes are available online:

- **100 Overlook/701 Carnegie Center**
- **693 Alexander**
- **PTS West**
- **Saturday and Sunday Shopper**

Remember, riders can use the TransLoc app or website to check the status of all buses that are in service. Passengers should anticipate delays on all routes throughout the project and plan accordingly.

Holiday Office Hours
TigerCard Services, Transportation and Parking Services will observe the following modified hours through January 3, 2020:

- **Monday, December 16** ............... 8 am–4:30 pm
- **Tuesday, December 17** ............... 8 am–4:30 pm
- **Wednesday, December 18** ........... 8 am–3 pm
- **Thursday, December 19** ............. 8 am–4:30 pm
- **Friday, December 20** ................. 8 am–4:30 pm
- **Monday, December 23** ............... 8 am–4:30 pm
- **Tuesday, December 24–Wednesday, January 1** .................... Closed
- **Thursday, January 2** ................. 8 am–4:30 pm
- **Friday, January 3** ..................... 8 am–4:30 pm

Parking Renewal Reminder
Current staff parking permits with expiration dates between October 31 and December 31, 2019 will remain valid through January 31, 2020. The University is transitioning to a virtual permit system and eliminating the need for hang tags and stickers. Staff will be notified when permit renewal opens in the coming weeks.
Helm Move and New Service “Center”

TigerCard, Transportation and Parking Services (TTPS); Housing and Real Estate Services; and most of University Services Administration will be moving to the Helm Building on Alexander Street by summer 2020. A new service center will be located on the A Floor of New South, the space currently occupied by TTPS.

Updates:

- Currently exploring and analyzing different furniture, workspace, and floor plan layout options for both Helm and the service center.
- Feedback from affected staff is still being gathered.
- Staff can still go to current department locations for service. Changes in service locations will be shared here when information becomes available.

Questions, comments or feedback? Email moveinfo@princeton.edu
Welcome New Staff!

**Cheron Crowell**  
Venue Associate, East Pyne & Chancellor Green  
Campus Venue Services  
December 9

**David Dembek**  
Assistant Director of Retail Operations, Frist  
Campus Dining  
December 9

**Cassie Lang**  
Housing and Real Estate Services  
October 14

**Yaovi Ofri**  
Food Service Worker, Whitman  
Campus Dining  
November 4

**Cornelius Walker**  
Food Service Worker, Butler/Wilson  
Campus Dining  
December 2

**Inkyung Yi**  
Venue Associate, Lewis Arts complex  
Campus Venue Services  
January 18

Congratulations!

**Nick Robinson**  
of Campus Venue Services began his new role as Executive Director of Campus Support Services  
on December 1
### Staff Move & Service Center Updates

**Team & People**

**Job Openings**

**Did You Know?**

**Dates to Remember**

**SEND FEEDBACK & COMMENTS**

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**NEW SECTION**

**Helm Move & Service Center**

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<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Requisition #</th>
<th>Term</th>
<th>Duty Time</th>
<th>Grade</th>
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Search for other open positions or update your profile online at [Careers at Princeton](#).
The Office of Community and Regional Affairs invites you to join with your colleagues at Princeton University to help make the season bright for local families, individuals and agencies who are in need during the holidays.

Whether you want to participate individually or as a group, there is someone who can use your help. If you have any questions, please contact Erin Metro at 258.5144 or send e-mail to emetro@princeton.edu.

How You Can Help
Below is a list of local agencies and special initiatives that will help you to connect with those in need during the holiday season. More information about each group and their specific needs this season may be found online.

- Arm in Arm (formerly the Crisis Ministry)
- HomeFront
- One Simple Wish
- Princeton Nursery School
- Princeton Young Achievers
- Rescue Mission of Trenton
- SAVE
- Senior Care Services of Greater Princeton
- UIH Family Partners
- Womanspace
- YWCA Princeton “St Nicholas Project”
Dates to Remember

**Event Planning 101**
Thursday, January 9, 2020
9 am–noon
McCormick Hall, 101

**Award Nomination Submission Deadlines**

- **(U. Services) Rewards and Recognition**
  - Tuesday, December 31
  - guidelines • online nomination form

- **(HR) President’s Achievement Award**
  - Thursday, January 9
  - guidelines • nomination form

- **(HR) Donald Griffin ’23 Management Award**
  - Thursday, January 16
  - guidelines • nomination form

- **(HR) Tiger/Spot Award for U. Services**
  - Accepting nominations year-round
  - guidelines • nomination form

**Council of the Princeton University Community (CPUC) Meeting**
Monday, February 10
4:30 pm–6 pm
Check website for location

**Princeton Writes Sixth Annual Staff Essay Contest**
Submission Deadline: Sunday, March 1
Details

**SAVE THE DATES**

**Celebrate the Life and Legacy of Dr. Martin Luther King, Jr.**

- **Monday, January 20**
- **9 am–noon**
- **Paul Robeson Center for the Arts 102 Witherspoon Street**

Featuring breakfast, activities, and music. Free and open to the public. Held in collaboration with Princeton University, the Paul Robeson House, jaZams, Princeton Family YMCA, the Historical Society of Princeton, and the Bayard Rustin Center for Social Justice

**Town Hall with President Eisgruber**
Tuesday, February 25
10 am, Richardson Auditorium in Alexander Hall

**University Services Rewards and Recognition Celebration and Reception**
Wednesday, March 18
Richardson Auditorium in Alexander Hall/Chancellor Green

**FROM THE ACADEMIC CALENDAR**

**Winter Recess**
Friday, December 13–Sunday, January 5

**University Closed**
Wednesday, December 25–Friday, December 27
Wednesday, January 1

**Reading Period**
Monday, January 6–Tuesday, January 14

**Dean’s Date**
Tuesday, January 14

**Fall Term Exams**
Wednesday, January 15–Saturday, January 25

**University Closed**
(Martin Luther King, Jr. Day)
Monday, January 20

**Intersession**
Saturday, January 25–Sunday, February 2

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