Dear Colleagues,

Happy December! It's so hard to believe we are already nearing the end of the year with just a few short weeks remaining.

To echo what many others have said—I want to thank each of you so much for your amazing accomplishments—and for making University Services such a well-regarded and wonderful place to work.

As Chad mentioned at our recent Town Halls, with such turbulence and uncertainty happening in the world, please remember to take good care of yourselves and each other. In that spirit, perhaps consider showing appreciation for your co-workers or peers by nominating them for one of the awards in our Rewards and Recognition Program (deadline December 15) or a Tiger/Stripe award at any point during the year.

It is my pleasure working with many of you, and I hope to meet and interact with even more of you in the new year.

Have a happy holiday season and cheers to 2018!

Abby Levin
Executive Assistant and Office Manager
Office of the VP for University Services
University Services Awards

Rewards and Recognition: Nomination Period Closes December 15
The University Services Rewards and Recognition Committee is now accepting nominations for the 2018 program. This year, the following awards are as follows:

- Customer Service Award
- Innovator/Visionary Award
- Individual Foundation Award
- Team Foundation Award
- D&I Spirit Award
- Team Foundation Award

Staff may nominate a peer, a direct report or a manager in any department within University Services. Self-nominations will also be accepted. The nomination period will remain open until Friday, December 15. Additional information and nomination forms may be found online.

Tiger/Stripe Awards
As a reminder, Tiger and Stripe Award nominations may be submitted any time throughout the year. Additional information, guidelines and forms may be found online.

University Awards Coordinated by the Office of Human Resources

The Office of Human Resources is now accepting nominations for the President’s Achievement Award and the Donald Griffin ’23 Management Award. The deadline to submit nominations is Wednesday, January 10.

Winners will be recognized at the annual Service Recognition Luncheon on Friday, March 16 in Jadwin Gymnasium alongside employees who attained service milestones in 2017, beginning at 10 years of employment and with succeeding five-year increments.
Forbes and Grad College Dining Staff Open During Thanksgiving

A special thank you as well to all team members at Forbes and the Graduate College who served our community on Thanksgiving Day.

The staff from the Forbes Dining Hall was recently featured as part of #TellUsTigers, a University social media campaign that aims to share stories of undergraduate and graduate students, professors, staff members and alumni. The Thanksgiving Edition post ranked as one of the most successful posts this year based on likes, shares and comments across platforms.

Read the full story on your social media channel of choice:

SOCIAL MEDIA STATS (as of December 12)

Facebook: Almost 400 Reactions, 24 Comments, 13 Shares
Twitter: 114 Likes, 17 Retweets, 2 Comments
Instagram: Almost 4,000 Likes, 50 Comments

Throughout November, Campus Dining administrators and chefs participated in Garden State on Your Plate, a farm-to-school program that introduces fresh produce and products from farms into local school cafeterias. November's featured ingredient was the carrot.

Dining Hall staffs prepared a festive feast for students to celebrate the Thanksgiving holiday.

View the full gallery
Richardson Artist-in-Residence Announced

Richardson Auditorium is proud to announce the selection of Ellipses Slam Poetry as the 2018 Richardson Artist-in-Residence. Ellipses Slam Poetry will perform with the Princeton Laptop Orchestra (PLOrk) next April. The selection was made by a panel that includes staff from Campus Venue Services (CVS), Lewis Center for the Arts, Office of the Dean of Undergraduate Students and staff and students in the Music Department. Stay tuned for more details!

An Annual Volunteer Usher Tradition

Eighty-five Richardson ushers, who greet our enthusiastic patrons of the arts, were treated to a wonderful holiday dinner on the stage of Richardson Auditorium on Thursday, November 30. CVS hosts this holiday tradition every year to thank our volunteers for all the time they give to ensure that our patrons are greeted and seated in the most welcoming way as they enjoy performances at Richardson and in other theater spaces around campus. Student performers shared their musical talents with the ushers while they enjoyed a delicious buffet and dessert provided by Campus Dining.

SB1 Entertains During D&I Salon

The band SB1—comprised of CVS resident musicians Bryan Logan on percussion (left), Dan Walker on bass (center) and Chris Colletti on guitar—performed original music for University Services staff who attended the recent Diversity and Inclusion Salon with the Office of Religious Life on Thursday, November 30.
Event Planning 101

Conference and Event Services (CES) is once again hosting its annual Event Planning 101 on Thursday, January 4 from 9 am to noon in Whig Hall. University colleagues from 17 University departments will discuss the services their departments provide in support of events on campus. Whether you are planning a conference, lecture, or departmental reception we hope to share some useful information about what services are offered and how to go about requesting them. All are welcome to attend. No registration required.

Upcoming Events

WEB DuBois Scholars Accelerated Learning Academy

CES supported the first of three academic years sessions of the WEB DuBois Scholars Accelerated Learning Academy (ALA) on December 8 through 10. The academy welcomed 120 high school students to campus for a weekend-long academic intensive. The organization continues to expand beyond its annual summer program to provide academic year outreach to high achieving middle and high school students through sponsorship by the Princeton University Provost's Office. Jordan Thomas, a recent graduate of the WEB DuBois summer program and current Princeton student, was recently named a Rhodes Scholar. Two additional weekend sessions will happen March 2 through 4 and April 27 through 29.

Campus-wide Food Drive to Benefit Mercer Street Friends

CES is once again helping the Office of Community and Regional Affairs with the campus wide food drive to benefit Mercer Street Friends. Last year, CES helped collect 2,965 pounds of food and hygiene items from the community. This year, we hope to exceed that total and reach 3,000 pounds of donated items. Look for boxes around campus or find locations near you online.

Additional events we are supporting include annual Fire Facts Seminar for area first responders on Thursday, January 4 and receptions and conferences for area alumni of schools such as Monmouth and Dartmouth.
**Move In 2018**
Housing and Real Estate Services (HRES) is pleased to announce that Move In 2018 will take place on the Forum Level at the Lewis Arts complex. We are beginning to work with our colleagues in other University Services units and campus partners to ensure a successful welcome for the Class of 2022!

**Selection of Next Generation Dorm Furniture Underway**
HRES and the Office of Design and Construction in Facilities have engaged Cannon Design to assist in the selection of the next generation of dorm room furniture, including desks, chairs, bookcases, wardrobes, etc. Cannon will lead engagement sessions with staff and students during the academic year, which will include visioning sessions and design presentations with the goal of showcasing furniture mock-ups for the University community in fall 2018. Cannon will also assist in the further consideration of the feasibility of providing upholstered furniture in the dorm suites as well.

Housing uses a 20-year replacement cycle for dormitory furniture and the first round of replacements are due to begin in 2019. The replacement process, as planned, will occur over a 10-year period.
Print Services Holiday Schedule
Print Services at 701 Forrestal and the Digital Print Center will be closed from noon on Thursday, December 21–Monday, January 1.

Normal hours resume on Tuesday, January 2

Mail Services Holiday Schedule
Friday, December 22 and Monday, December 25
Closed (University Holiday)

Tuesday, December 26–Thursday, December 28
701 Forrestal: Open Regular Hours
Frist Campus Center Package Room: Open 10 am–4:45 pm

Friday, December 29 and Monday, January 1
Closed (University Holiday)

Normal hours resume on Tuesday, January 2

Emergency Contacts
Tony Morreale, Deputy Director: 609.577.4047
To date, over 450 additional University community members have enrolled in our alternative transportation programs.
Welcome New Staff!

Fredy DeLeon
Cook, Butler/Wilson
Campus Dining
December 4

Karen Johnson
Hospitality Assistant, IRC
Campus Dining
December 4

Rose Eloizard
Retail Food Service Worker, Frist
Campus Dining
November 13

Jouseline Lincifort
Retail Food Service Worker, Frist
Campus Dining
November 6

Marli Franco
Operations Manager, Frist
Campus Dining
December 4

Henry Rojas
Cook, Rocky/Mathey
Campus Dining
November 27

Ron Ira
Commissary Expeditor, Bake Shop
Campus Dining
December 4

Michael Santise
Kosher Cook, Center for Jewish Life
Campus Dining
December 11

Two U. Services Staff Members’ Stories of Giving Back
Exaqueo, an employer brand experience firm, recently published a digital storybook featuring a collection of employee volunteering stories, including the stories of two University Services staff members—Larry Spruill, Area Coordinator for Housing and Real Estate Services and Marguerite Vera, Deputy Director of Campus Venue Services—who make giving back part of the fabric of their lives.

Thank You Jim Lawson
Housing and Real Estate Services would like to congratulate Jim Lawson on his retirement from the department after 22 years of dedicated service. For the last seven years, Jim has led the Faculty and Staff Housing Operations team and his strong support of the department’s faculty/staff furnished housing program has been outstanding. Jim’s commitment to providing the best service to all of our residents will be sorely missed.

Jim’s last day was December 8. We wish him the best as he begins a new chapter in his life.

Congratulations Recent Tiger/Stripe Winners
- Sarah Bavuso Campus Dining
- Danielle Dennis Campus Venue Services
- Mary Kemler Campus Venue Services

Preview the digital storybook online in fullscreen and read their stories on pages 7–8 and 21–22.
Click on a job title to read the full posting.

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</table>

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.

**Upcoming Events**

Community and Regional Affairs also partners with various departments to coordinate the following events during the holiday season:

- **Holiday Food Drive**
  Supports Mercer Street Friends Food Bank

- **Grateful Greetings** (Operation Gratitude)
  Sending cards of thanks to soldiers overseas

**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 Human Services
- Princeton Nursery School
- Princeton Young Achievers
- Rescue Mission of Trenton
- SAVE
- Senior Care Services of New Jersey
- UIH Family Partners
- Womanspace
- YWCA Princeton
- “St Nicholas Project”
Dates to Remember

Rewards and Recognition:

**Last Day to Submit Nominations**
Friday, December 15
Submit your nomination online or email forms to tellus@princeton.edu. Send paper forms via campus mail to “University Services Rewards and Recognition, 7 New South, Office of the VP.”

Conference and Event Services Presents:

**Event Planning 101**
Thursday, January 4, 9 am–noon
Whig Hall

Office of Human Resources

**Deadline to Submit Nominations for President’s Achievement Award and Donald Griffin ’23 Management Award**
Wednesday, January 10
• President’s Achievement Award Learn more
• Donald Griffin ’23 Management Award Learn more

Rev. Dr. Martin Luther King, Jr. Service of Recommitment
Sunday, January 14, 11 am; University Chapel

Council of the Princeton University Community (CPUC)
Monday, February 12, 4:30 pm–6 pm; Friend Center, Room 101

Deadline to Enter Princeton Writes Staff Writing Contest
Wednesday, February 28 Learn more

SAVE THE DATE

**University Services Rewards and Recognition Celebration**
Wednesday, March 21, Time TBA
Richardson Auditorium (ceremony), Chancellor Green Rotunda (reception)

University Services Learning Opportunities

**Advanced Customer Service**
Thursday, January 18, 1 pm–4 pm
Prerequisite: “Delivering Exceptional Customer Service” or related customer service training.
This interactive class will cover lateral service, customer engagement, and service recovery.

How to Register
Visit the Learn Center at www.princeton.edu/training
• Sign-in using your NetID and password
• Hover cursor over “Training by Department” tab and select “University Services” from the drop-down menu
• Scroll down to “Enrollments” and click on the class you wish to enroll in
• A new window will appear with full class details. Click “Enroll” at top right to be nominated for registration
• You will be notified if/when your registration is approved

FROM THE ACADEMIC CALENDAR

**WINTER RECESS:** December 15–January 7

**UNIVERSITY HOLIDAYS:** December 22, 25, 29, January 1, 15

**READING PERIOD:** January 8–January 16

**FALL TERM EXAMS:** January 17–January 27

**INTERSESSION:** January 27–February 4

**SPRING CLASSES BEGIN:** Monday, February 5