Dear Colleagues,

Wheatley’s quote provides a timely reminder for all University Services team members as we adapt to, and in some instances lead, change efforts within the University. For the past year, our organization has been preparing to meet the changing needs of the Princeton community, and you all have played critical roles in the success of the planning efforts (service center, Helm move, welcoming Instructional Support Services, and much more).

As our plans are implemented, I invite and encourage you to embrace the opportunities change presents for broadening your understanding of our entire organization, learning new skills, and strengthening your connections with colleagues.

Please consider the following action steps:

**LEARN:** Participate in classes that will help prepare you for managing change.

**CONNECT:** Participate in the upcoming Change Agility and Resilience Effort (CARE) Sessions created for team members affected by the Helm move and service center.

**SELF-CARE:** Revisit the list of ideas collectively generated during our fall 2019 Town Hall and commit to incorporating some of those ideas into regular practice.

**CELEBRATE:** Plan to celebrate your colleagues and the entire University Services community during next month’s Rewards and Recognition event.

Thank you for your commitment to our organization.

Verita Murrill
Director of Talent and Organizational Development

“Despite current ads and slogans, the world does not [only] change one person at a time. It changes when networks of relationships form among people who share a common cause and vision of what is possible... Through these relationships, we will develop the new knowledge, practices, courage and commitment that lead to broad-based change.”

—MARGARET WHEATLEY, Ed.D.
The Update

University Services

Administration

Campus Dining

Campus Support Services

Conference & Event Services

Housing & Real Estate Services

Print & Mail Services

TigerCard, Transportation & Parking Services

TALENT AND ORGANIZATIONAL DEVELOPMENT

Introducing Exchange Communities, a New Learning Opportunity

Exchange Communities (formerly Conversation Circle) are confidential gathering spaces where University Services team members learn and think together about topics that are important to their work and professional growth.

Details for each Community, along with a schedule, may be found online. To register, email Talent and Organizational Development. New registrations for spring Exchange Communities will be accepted through February 14.

Upcoming Learning Opportunities for U. Services Staff

• Introduction to the Thomas-Kilmann Conflict Mode Instrument (TKI) February 20, 1 pm–4:30 pm
• Fostering Inclusion: Understanding the Impact of Bias, Stereotypes, Micro-aggressions, and Bystander Intervention February 26, 1:30 pm–3 pm
• Myers-Briggs Type Indicator (MBTI) and Communication March 11, 9 am–12:30 pm (Pre-requisite: Introduction to MBTI)

UNIVERSITY SERVICES REWARDS & RECOGNITION

SAVE THE DATE! Wednesday, March 18
(Inclement weather date: Thursday, March 19)
10 am–noon, Richardson Auditorium (event) & Chancellor Green Rotunda (reception)

Welcome Dominique

After over four years in Princeton’s Office of Information Technology Support and Operations Center at 701 Carnegie Center, Dominique Davis joined the USIT team as Desktop Support Specialist on Monday, January 13. With her technical support experience in the Princeton community, Dominique brings an immediate boost to end-user IT support services for University Services.

COMING IN APRIL...

University Services “Bring Your Child to Work Day”
Thursday, April 23

Be on the lookout for a message from Chad with more information.

Coronavirus Information

Princeton University is monitoring the coronavirus situation and responding in support of the University community. The latest information and guidance is available on the University’s Emergency Management Website.

Town Hall with President Eisgruber, Letter to the Community

President Eisgruber will host two Town Hall Meetings in February:
• At CPUC: Monday, February 10, 4:30 pm–6 pm, Frist Multipurpose Room
• For Staff: Tuesday, February 25, 10 am–11 am, Richardson Auditorium

Read President Eisgruber’s annual letter to the community online.

UNIVERSITY SERVICES INFORMATION TECHNOLOGY (USIT)

Welcome Dominique

During the annual SEIU Summer Transfer Program Interview Day on January 23, USIT staff were on hand to assist SEIU employees with their University NetID and password, setting up Duo Two-factor Authentication, accessing University email and apps on mobile device, and general IT support.

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Theme Meals 2020

- Summer Camp—Butler/Wilson
- Lunar New Year—Forbes
- Pirates of the Caribbean—Graduate College
- Pajama Party!—Rocky/Mathey

Tiger Chef Challenge

Save the date: Thursday, March 26, 2020, 3:30-6:30 p.m., Dillon Gym

Student teams from residential colleges will compete as they prepare, cook, and present their best dishes to a panel of judges.

Featuring:
- Food Expo with complimentary food and beverage tasting.

Watch the highlights on Thursday, March 26, 2020, 3:30-6:30 p.m., Dillon Gym.

More details at dining.princeton.edu
Welcome Instructional Support Services

Campus Support Services (CSS) officially welcomed the staff from Instructional Support Services (ISS) with a welcome lunch on the Richardson Stage. As part of CSS and University Services, ISS will continue to provide a broad range of audio and video services for the University, including support and design of classroom technology and audio, video, and broadcast services for campus events.

Recently, ISS teams completed several classroom upgrades as part of the on-going Learning Space Initiative and is on track to renovate nearly 240 spaces over the next five years.

Watch: Learning Space 2019 Renovations Video

Welcome Lucien

Lucien Dowdell joined Performing Arts Services as Senior Production Manager on January 21 and will be providing a broad range of operational and technical support for the performing arts, University convocations, and departmental events.

Several members of CSS attended the International Ticketing Association (INTIX) conference in New York City in late January. Topics included ticketing from an Americans with Disabilities Act perspective and women in leadership positions throughout the ticketing industry. The group also toured Radio City Music Hall and met a Rockette!

On January 24, the Office of Information Technology hosted a Cultural Festival in the Multipurpose Rooms at 701 Carnegie Center to embrace the diversity within their group.
Welcome Karen

Karen Vaughan joined Conference and Event Services (CES), filling the role of Deputy Director, on Monday, January 6. Karen comes to Princeton from Raritan Valley Community College where she had served as Director, Conference Services since 2010 and previously Vice President, Corporate Meetings and Events for JP Morgan Chase & Company in New York. Stop by 71 University Place to say “hi!”

EMS Update

The spring training schedule for the EMS Web App is now available online. Sign up at the Employee Learning Center.

The EMS support team is also offering office hours in Frist 307 to allow for drop-in support.

Learn more about EMS

---

2,440 pounds of food donated during the holiday food drive were collected by CES staff along with colleagues from Facilities and Community and Regional Affairs.

131 programs with Minors on Campus

65 available sport camp sessions

Camp season starts June 6
Planning Committee Prepares to Host Fall Housing Conference

A planning committee has been assembled to prepare for the fall Ivy Plus Housing Conference that will take place this October at Princeton. Members of the committee include Lori Boulware, Michelle Brown, Dorian Johnson, Ken Paulaski, Mike Stillwagon, and Julie Whalen from HRES, and Lucy Weise from Conference and Event Services.

Housing Staff Souper Bowl V

On Friday, January 31, Housing and Real Estate Services held their fifth annual “Souper Bowl” pot luck lunch. Staff brought in their favorite soups, breads, desserts, and snacks.

New Website Launches

Housing and Real Estate Services (HRES) recently launched its newly designed website.

hres.princeton.edu

Upcoming Room Draw Dates

UNDERGRADUATE STUDENTS
Medical accommodation forms due: February 16
Applications go live: February 19
Applications due: March 11

GRADUATE STUDENTS
Renewal/accommodation forms due: February 18
Applications go live: March 4
Applications due: March 24
Welcome Joel
Print and Mail Services (PM) welcomes Joel Ouellette as the new Graphic Design and Customer Service Representative. Joel, who has served as a temporary staff member with PM throughout the past few years, is responsible for working with clients to develop print options utilizing the department’s digital and wide format presses and finishing services.

Joel began his new role on Monday, February 3.

Helping Community House Celebrate 50 Years of Standing with Families
Last December, Princeton University's Community House—a program with the Pace Center for Civic Engagement that supports underrepresented youth in the Princeton area—celebrated its 50th anniversary. To help illustrate the program’s rich history, PM designed and produced several large-format boards (pictured below) that showcased its service and events throughout each of its five decades.
Temporary Office Relocation

TigerCard Services, Transportation and Parking Services (TTPS) is preparing for temporary relocation to the 5th Floor of New South in late February to allow renovations to begin for the new service center on the A Floor.

During this time, TTPS customer service representatives will be operating alongside the Housing and Real Estate Services customer service team.

New Virtual Parking Permits Coming Soon

Later this month, TTPS will roll out a new virtual parking permit system to faculty and staff. The new system relies on a vehicle’s license plate, eliminating the need for hangtags, stickers, and physical mailings.

Faculty and staff will be notified via email when registration opens with instructions. To avoid parking citations, please ensure that your license plate information is up to date and accurate during registration.

Know Your Commute Options

Which of the following RYR statements are true?

A) I can earn up to $400 a year by carpooling, biking, or walking
B) I can receive a 50% subsidy on my commuter rail costs
C) I can receive a FREE monthly NJ Transit bus pass
D) All of the above!

Answer: D. Benefits require enrollment in Revise Your Ride and forfeiture of parking pass. Learn more!
Helm Move and New Service “Center”

TigerCard, Transportation and Parking Services (TTPS) will be temporarily moving to the 5th Floor of New South later this month so that renovations to A Floor for the service center can begin.

Helm Fair

Staff moving to Helm were recently invited to a fair to see current floorplans, illustrations of work station and benching options, and a sample computer setup with dual monitors. Staff also were able to test out desk chair options and offer feedback, as well as view demo videos of possible healthy vending options.
Welcome Instructional Support Services Team!

Richard Bakken
Director

Susan Collins
Manager, Learning Space Support

Mike Mills
Senior Multimedia Support Specialist

Daniel Quiyu
Video Production Specialist

Douglas Aldrich
AV Designer/Engineer

Dave Hopkins
Senior Manager, Video Production Support

Jeffrey Mull
Maintenance Technician

Arif Riyad
AV Support Specialist

Chris Bensch
Audio Visual Support Specialist II

Kristian Kauker
Senior Multimedia Specialist

Pete Nowak
Computing Support Lead

Daniel Tanner
Classroom Technology Support & Maintenance Technician

Joshua Brown
Assistant Manager, Learning Space Support

Daniel Kearns
Broadcast Engineer

Mark Pesetsky
Senior Multimedia Support Specialist

Kayce West
Video Production Specialist

Welcome New Staff!

Dominique Davis
Desktop Support Specialist
University Services IT
January 13

Maria Mancero
Accounting Assistant
Campus Dining
January 13

Saleem Curry
Jimmy Corsini
Andrew Dudley
Ryan Early
Lynn Grant
Bill Hallahan
Michelle Horgan
James Kim
Dallas Lacy
Verita Murrill
Donna Pavlis
Nick Robinson
Daniel Spotto
Josh Thomas
Michael Yoon

Lucien Dowdell
Sr. Production Manager, Performing Arts Services
Campus Support Services
January 21

Karen Vaughan
Deputy Director
Conference and Event Services
January 6

Joel Ouellette
Graphic Design & Customer Service Representative
Print & Mail Services
February 3

Congratulations Tiger and Spot Award Recipients

November–January

Reminder:
Nominations for Tiger and Spot awards are accepted year-round.

Learn more
<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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<tbody>
<tr>
<td>Campus Dining</td>
<td>Director of Operations</td>
<td>2020-11464</td>
<td>12-mo</td>
<td>100%</td>
<td>ADM 080</td>
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<td>Campus Dining</td>
<td>Kosher Cook (Center for Jewish Life)</td>
<td>2020-11463</td>
<td>12-mo</td>
<td>100%</td>
<td>MSU 080</td>
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<td>Campus Dining</td>
<td>Commissary Expeditor (Bake Shop)</td>
<td>2020-11286</td>
<td>AYE</td>
<td>100%</td>
<td>MSU 050</td>
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<td>Food Service Worker (Butler/Wilson)</td>
<td>2020-11427</td>
<td>AYE</td>
<td>100%</td>
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<td>2020-11426</td>
<td>AYE</td>
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<td>Campus Dining</td>
<td>Campus Wellness Dietician</td>
<td>2020-11421</td>
<td>12-mo</td>
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<td>ADM 050</td>
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<td>Campus Dining</td>
<td>[Temporary] On-Call Tiger Refreshments</td>
<td>2020-11385</td>
<td>TEMP</td>
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<td>12-mo</td>
<td>100%</td>
<td>ADM 030</td>
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<td>Campus Dining</td>
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<td>100%</td>
<td>MMX 090</td>
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<td>2018-9383</td>
<td>12-mo</td>
<td>100%</td>
<td>ADM 030</td>
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<td>Retail Food Service Worker (Frist Campus Center)</td>
<td>2019-10791</td>
<td>AYE</td>
<td>50%</td>
<td>MSU 041</td>
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<td>AYE</td>
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<td>AYE</td>
<td>50%</td>
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<td>2019-10092</td>
<td>AYE</td>
<td>100%</td>
<td>MSU 041</td>
</tr>
</tbody>
</table>

Search for other open positions or update your profile online at [Careers at Princeton](#)
Unleash Your Inner Writer

Staff are invited to enter Princeton’s annual staff essay contest, which was established to recognize and encourage clear, creative, and compelling writing.

**2019–2020 Topic**
Describe an act of kindness or selflessness, large or small, that you have experienced or witnessed and explain how this has affected you.

**Submission Deadline**
Friday, March 1, 2020

**Awards**
The winner of the Princeton Writes Prize will receive $1,000, as well as a certificate of accomplishment and a copy of *On Writing Well* by the late William Zinsser ’44. Honorable mention recipients will also receive a certificate and a copy of *On Writing Well*.

FULL CONTEST DETAILS

Previous University Services Honorees:

- **2014–2015, Prize Winner**
  “November Light”
  Written by Marianna Bogucki, Conference and Event Manager, Conference and Event Services

- **2015–2016, Honorable Mention**
  “A Taste for Diversity”
  Written by Violette Chamoun, Operations Manager, Forbes, Campus Dining
Dates to Remember

**Council of the Princeton University Community (CPUC) Meeting**
Monday, February 10
4:30 pm–6 pm
Frist Multipurpose Room, B Level

**Campus Mobility Open House**
Friday, February 14
10 am–2 pm, Dillon Gym

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

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

**University Services Rewards and Recognition Event**
Wednesday, March 18
(Inclement weather date: Thursday, March 19)
Celebration: 10 am, Richardson Auditorium
Reception: 11 am, Chancellor Green Rotunda

**Fifth Annual Tiger Chef Challenge**
Thursday, March 26
3:30 pm, Dillon Gymnasium

SAVE THE DATE
**University Services Bring Your Child to Work Day**
Thursday, April 23

University Services Learning Opportunities

**Exchange Communities**

- **Diversity and Inclusion Exchange Community**
  Co-convened by Dino Palomares, Technical/Web Support Specialist, University Services and John Delap, Project Analyst, Office of the Provost. Learn more

- **Leadership Exchange Community**
  Co-convened by Saleem Curry, Talent and Organizational Development Specialist, University Services and Verita Murrill, Director of Talent and Organizational Development, University Services. Learn more

**NOTE:** Exchange Communities convene once a month (twice a month for Leadership). Registration deadline for Spring 2020 is Friday, February 14. To register, email taod@princeton.edu

To register for the following courses, log onto the Employee Learning Center:

- **Introduction to the Thomas-Kilmann Instrument (TKI)**
  Thursday, February 20, 1 pm–4:30 pm
  Facilitated by Verita Murrill, Director of Talent and Organizational Development, University Services (Also offered on April 16)

- **Fostering Inclusion: Understanding the Impact of Bias, Stereotypes, Micro-aggressions, and Bystander Intervention**
  Wednesday, February 26, 1:30 pm–3 pm
  Facilitated by Cheri Burgess, Director, Institutional Equity and EEO, Office of the Provost and Regan Crotty, Director, Title IX Administration, Office of the Provost

- **Myers-Briggs Type Indicator (MBTI) and Communication**
  **Wednesday, March 11, 9 am–12:30 pm**
  Facilitated by Verita Murrill, Director of Talent and Organizational Development, University Services (Pre-req.: Introduction to MBTI)