Dear Colleagues,

Greetings! November—the transition month between fall and winter. For many, it is a time to gather with family and friends, enjoy good food, fellowship and maybe even some football! November also signals the half-way point in the semester. This is a good moment to pause and acknowledge each of our units, our co-workers and the good work that is done each day by University Services administration, Campus Dining, Campus Venue Services, Conference and Event Services, Housing and Real Estate Services, Print and Mail Services, TigerCard, Transportation and Parking Services, all in support of Princeton's students, faculty and staff. With gratitude—thank you, for your daily contribution to that effort.

Inside the Update you will read about the new transportation and parking program called Revise Your Ride. Visit the new TPS website to learn about the upgraded incentives to join a carpool or vanpool, take a bus or train, or walk/cycle to work. Join us in our effort to reduce single occupancy vehicles on campus! We'll make it easy to Revise Your Ride!!

Best wishes as we enter the final months of the fall semester!

Amy Campbell
Assistant Vice President, Campus Services
Rewards and Recognition Program

Nomination Period Now Open for 2018 Awards

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

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.

Nomination Writing Workshop

Princeton Writes will be hosting two 90-minute workshops for University Service employees who wish for guidance or assistance with filling out an award nomination form.

- Thursday, November 9, 2:30 pm–4 pm, Dillon Court East, Room E08
- Tuesday, December 5, 9:30 am–11 am, Dillon Court East, Room E08

Space is limited. Sign up online or email Sharon Maselli. Princeton Writes also offers individual sessions by appointment. Email Princeton Writes or call 258.9980.

D&I Salon with the Office of the Religious Life

Thursday, November 30; 10 am–11:45 am; Frist Multipurpose Room A, B Level

The Office of Religious Life will lead a discussion on the various religious observances that occur during the winter months. They will also help us make informed choices about holiday decorations that reflect our faith practices while maintaining welcoming spaces for the campus community.

Presenters: Dean Alison Boden; Associate Deans Theresa Thames and Matthew Weiner; Coordinator for Hindu Life, Vineet Chander; and Chaplain/Coordinator for Muslim Life, Sohaib Sultan. Music will be performed by SB-1 featuring Dan Walker, Christopher Colletti and Bryan Logan starting at 9:45 am. Register online.
On Wednesday, October 25, the residential dining halls and the Graduate College hosted Princeton University's annual Halloween dinners. Students, faculty and staff enjoyed the spooky atmosphere as flickering eyes, scary skulls and roaming zombies adorned the dining hall's serving areas.

**Food and Agriculture Lecture Series**

As part of its ongoing food and agriculture initiative—which seeks to ensure that Princeton takes an active leadership role in educating and engaging students on food and agriculture as a subject of critical inquiry and applied knowledge—Campus Dining welcomed two guests lecturers to campus last month.

On October 5, her excellency Ameenah Gurib-Fakim, President of Mauritius, discussed the reconciliation of agro-biodiversity conservation with food and nutrition security in a changing climate. [Read more](#)

On October 14, CEO and co-founder of Clear Labs, Inc. Sasan Amini explained how next-generation sequencing can significantly improve food safety, compared to conventional technologies. [Read more](#)

**Partner Farmers Share Insights**

Last month, as part of a celebration of World Food Day, local farmers and Campus Dining staff met in Rockefeller College to discuss the state of local and domestic food systems as well as opportunities for collaboration. [Read more](#)

**Meal Exchange Moves Online**

The Meal Exchange Program, which is jointly administered with the Inter-Club Council, makes it possible for students with meal plans to dine with their friends at eating clubs without the expenditure of additional funds. This year, students were able to access the program online from the newly launched Campus Dining [website](#).

Overnight Oats

Melissa Mirota, Campus Wellness Dietitian, participated in a Snapchat story presenting a healthy, simple breakfast option. The story was viewed 1,860 times and the recipe was screen-captured 42 times. [Watch the video](#)
Venues Serve as Hubs of Activity

In October, Campus Venue Services hosted a number of grand openings, dedications and theater events. We welcomed wonderful donors, trustees, alumni, talented artists, writers, musicians and the campus community to all of our venues. Looking forward, we are focusing on staff training and refining our skills to better serve the community. We are looking forward to the potential that all of our spaces hold for our campus partners in the future.

Emergency Preparedness Training

Campus Venue Services will be hosting Emergency Preparedness Training Sessions led by the Department of Public Safety and Environmental Health and Safety.

- **Tuesday, November 21**
  - 4 pm–5 pm
  - Frist Campus Center
  - Multipurpose Room B, B Level

- **Monday, December 18**
  - 11 am–noon
  - 701 Carnegie Center
  - Multipurpose Room A/B

To sign up for one of the above sessions, email Marguerite Vera or call 258.8952.

Congratulations Jim

Jim Streeter, Production Manager for Performing Arts Services recently completed the artEquity National Facilitator training in Los Angeles, CA. The goal of the artEquity training is to create a diverse, well-equipped cadre of national facilitators who can support equity-based initiatives nation-wide.

Jim was also featured as one of “six theatre professionals to watch” in the September issue of American Theatre. Read the article

Backwards Bookstore III

Bill Pierce (pictured left), Theater Operations Technician at Richardson Auditorium, brings his Backwards Bookstore book drive to the Frist Campus Center for its third year. The campus community is invited to donate children's books in Spanish for Biblioteca Puedo Leer (I Can Read), a children's library in Granada, Nicaragua.

Visit the book drive during collection times on **December 8 and 9** between 10 am and 4 pm on the Frist Campus Center 100 Level. Learn more about Puedo Leer Library at [www.puedoleerlibrary.com](http://www.puedoleerlibrary.com) and on [Facebook](http://www.facebook.com).
Coming Soon: One Website, Two Departments

Conference and Event Services and University Scheduling are currently developing a single website that brings together content from the two departments, presenting a more streamlined user experience and one-stop-shop for visitors. The site is expected to launch later this year.

University Scheduling: New Location, Same Service

University Scheduling recently completed its office relocation to Room 307 of the Frist Campus Center. During the move, the office continued to offer uninterrupted service and support, processing over 650 scheduling requests in the month of October alone.

Celebrate Princeton Invention 2017

Conference and Event Services is supporting the Office of the Dean of Research for the annual Celebrate Princeton Invention event on Thursday, November 9. The event showcases innovations and researchers involved in creating technologies that have the potential to benefit society. The event concludes with an evening reception hosted by the Office of the Dean of Research, which includes Technology Licensing and Corporate Engagement and Foundation Relations.
Congratulations Michelle

Michelle Brown, Student Housing Coordinator, recently completed the Management Development Certificate Program (MDCP) that is offered through the Office of Human Resources. The MDCP provides learners with a structured, holistic learning experience that targets the key skills and competencies needed to manage effectively. MDCP also provides additional recognition to those committed to learning and continuous improvement.

Immediate Move-in Available at Merwick Stanworth

Princeton University's Merwick Stanworth apartment complex, located north of campus, is a residential community for University faculty, staff and their families. The complex features a mix of unfurnished apartments and townhouses, including affordable units available to local residents with low-to-moderate incomes.
U.S. Postal Service Rates Increase Expected for 2018

Mail Services would like to make University Services staff aware that the U.S. Postal Service has proposed increased postage rates for many of its products and services in 2018. If approved, rates will go into effect beginning January 21, 2018.

While postage rates are not set by Mail Services or Princeton University, there are several measures Mail Services can recommend to reduce the total cost of your mailing job, from selecting the right sized envelope, placement and orientation of the addresses, and choosing between Pre-sort First Class and Bulk Rate postage.

If you have any questions about an upcoming mailing project, contact Bill Hallahan, Assistant Director of Print and Mail Services.

### Proposed USPS Mailing Services price changes include:

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<thead>
<tr>
<th>Product</th>
<th>Current</th>
<th>Proposed</th>
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</thead>
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<tr>
<td>Letters (1 oz.)</td>
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<tr>
<td>Letters additional ounces</td>
<td>21 cents</td>
<td>21 cents</td>
</tr>
<tr>
<td>Letters (metered)</td>
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<td>47 cents</td>
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<tr>
<td>Outbound Intn'l Letters (1 oz.)</td>
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<tr>
<td>Domestic Postcards</td>
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### Proposed USPS domestic Priority Mail Flat Rate Retail price changes:

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<th>Product</th>
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</thead>
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<td>APO/FPO Large Flat Rate Box</td>
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<td>Regular Flat Rate Envelope</td>
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<tr>
<td>Legal Flat Rate Envelope</td>
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<td>$7.00</td>
</tr>
<tr>
<td>Padded Flat Rate Envelope</td>
<td>$7.20</td>
<td>$7.25</td>
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</table>
Welcome Amanda and Christopher

We are pleased to introduce Amanda Stevens, Commute Options Manager. A recent graduate from Columbia University with a Master of Science in Sustainability Management, Amanda brings her diverse professional background in sustainability and transportation management to Princeton and serves as a Commute Concierge to help members of the University community find alternative ways to reach campus with the commute option benefits offered through Revise Your Ride commuting initiative.

Christopher Foreman has joined the TigerCard, Transportation and Parking Services team as Data Analyst and Technology Manager. He is the lead administrator responsible for creating analytic tools and interpreting their results to enhance the University's parking and transportation programs. Christopher will also work with the University Services IT team.

Please stop by and say hello to our newest team members if you are in our neighborhood.

If you commute by NJ TRANSIT bus, you can enroll in the Free NJ TRANSIT Bus Pass Program and enjoy a no-cost commute to work. Learn more
Welcome New Staff!

- **Enosh Brobbey**  
  Residential Food Service Worker, Butler/Wilson  
  Campus Dining  
  October 16

- **Christopher Foreman**  
  Data Analyst and Technology Manager  
  TigerCard, Transportation and Parking Services  
  October 30

- **Kelvin Johnson**  
  Retail Food Service Worker, Frist  
  Campus Dining  
  October 2

- **Peerada Sae-wang**  
  Retail Food Service Worker, Frist  
  Campus Dining  
  October 1

- **James Park**  
  Culinary Hospitality Manager  
  Whitman College  
  October 23

- **Amanda Stevens**  
  Commute Options Manager  
  TigerCard, Transportation and Parking Services  
  October 9

- **Benjamin Warner**  
  Food Service Worker, Butler/Wilson  
  Campus Dining  
  October 3

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Two University Services Team Members Reflect on Their Lives in Princeton

On Thursday October 19, the Pace Center for Civic Engagement hosted “African American Life in Princeton.” The event featured a presentation by Ms. Shirley Satterfield, a historian and longtime resident of the community and a member of the first integrated class at Nassau School, followed by a reflection of life in Princeton by two resident members of University Services—**Tommy Parker**, Mail Carrier with Print and Mail Services and president of Local 175 S.E.I.U. and **Larry Spruill**, Housing Area Coordinator with Housing and Real Estate Services.

Congratulations Recent Tiger/Stripe Winners

- **Karen Babecki**  
  Housing and Real Estate Services

- **Gary Blanco**  
  Print and Mail Services

- **Lori Boulware**  
  Housing and Real Estate Services

- **Michelle Brown**  
  Housing and Real Estate Services

- **Lincoln Crosley**  
  Housing and Real Estate Services

- **Lisa DePaul**  
  Housing and Real Estate Services

- **Jennifer Ealy**  
  Housing and Real Estate Services

- **Lynn Grant**  
  Housing and Real Estate Services

- **Dawn Gruver**  
  Housing and Real Estate Services

- **Michael Hebditch**  
  Housing and Real Estate Services

- **Angela Hodgeman**  
  Housing and Real Estate Services

- **Dorian Johnson**  
  Housing and Real Estate Services

- **Kathleen Ludman**  
  Housing and Real Estate Services

- **Kim Napolitano**  
  Housing and Real Estate Services

- **Donna Pavlis**  
  Housing and Real Estate Services

- **JP Plaksa**  
  Housing and Real Estate Services

- **Joshua Thomas**  
  University Services IT

- **Lorraine Van Horn**  
  Housing and Real Estate Services
Click on a job title to read the full posting.

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Requisition #</th>
<th>Part/Full Time</th>
<th>Grade</th>
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<tr>
<td>Housing and Real Estate Services</td>
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<td>2017-8132</td>
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</table>

Search for other open positions or update your profile online at [Careers at Princeton](https://careers.princeton.edu).
Princeton Employee Resource Groups (ERGs) Open to All!

An Employee Resource Group is a group formed by volunteer staff members who come together based on both identity and interests in support of more inclusive environment for everyone. There are currently more than 1,700 employees involved with a Princeton ERG.

Click on an ERG logo below to learn more or contact Ivette Martinez at 258.5636.

Chinese Faculty Scholar Staff Association of Princeton University

International Employee Group at Princeton

Lesbian, Gay, Bisexual and Transgender Group

Network of African American Male Administrators

Princetonians of Color Network

South Asian Affinity Group

Women’s Group (New!)
Dates to Remember

**Benefits Open Enrollment Ends**
Friday, November 10

**Veterans Day Service**
Friday, November 10, 8:30 am
Princeton University Chapel [Learn more]

**Rewards and Recognition: Nomination Writing Workshops**
Offering 1: Thursday, Nov. 9, 2:30 pm–4 pm
Offering 2: Tuesday, Dec. 5, 9:30 am–11 am
Dillon Court East, Room E08
Space is limited. Sign up [online] or contact Sharon Maselli.

**Council of the Princeton University Community (CPUC)**
Monday, November 13, 4:30 pm–6 pm, Friend Center, Room 101

**The Princeton & Slavery Symposium Public Launch with Keynote Address from Nobel Laureate Toni Morrison**
Friday, November 17–18 [Full schedule]

**Backwards Bookstore**
Friday, December 8 & Saturday, December 9, 10 am–4 pm
Frist Campus Center 100 Level

**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.”

FROM THE ACADEMIC CALENDAR
THANKSGIVING RECESS:
Tuesday, November 21–Sunday, November 26

University Services Learning Opportunities

**Advanced Customer Service**
Wednesday, November 9, 9 am–noon
Prerequisite: “Delivering Exceptional Customer Service” or related customer service training.
This interactive class will cover lateral service, customer engagement, and service recovery.

**Managers Conversation Circle**
November 21, December 19, January 23, February 27 and March 27; 2:30 pm–4 pm

**D&I Salon with the Office of Religious Life**
Thursday, November 30; 10 am–11:45 am
Frist MPR A

**Introduction to the Myers-Briggs Type Indicator (MBTI)**
New Date: Tuesday, December 5, 1 pm–4:30 pm
Registration Deadline: November 20
This interactive class uses the MBTI to help examine preferred patterns of behaviors in the workplace so that we can better appreciate the diversity of our coworkers.

**University Services Deconstructed**
(Lunch provided)
New Date: Wednesday, December 6, 11:45 am–1:45 pm; Frist MPR B
This interactive class provides an overview University Services in addition to a sense of community and understanding of our overall customer service mission.

**Nutrition and Energy Workshop**
New Date: Wednesday, December 6, 2:30 pm–4 pm
Learn how to eat to maximize health and energy. Discover available tools and how to practically “meal plan” to improve your diet, prevent lifestyle related medical conditions, and increase daytime alertness.

**Delivering Exceptional Customer Service**
(Lunch provided)
**Thursday, December 7, 9 am–4:30 pm**
This program introduces skills needed to enhance customer relations, deliver top-quality service, handle difficult customers, and other useful techniques.

FROM THE ACADEMIC CALENDAR
THANKSGIVING RECESS:
Tuesday, November 21–Sunday, November 26

**How to Register**
Visit the Learn Center at [www.princeton.edu/training](http://www.princeton.edu/training)
• Sign-in using your NetID and password
• Hover cursor over “Training by Dept.” 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

[Enroll]

• You will be notified if/when your registration is approved