Dear Colleagues,

Welcome to the start of the 2017–18 academic year.

As we begin the year with remarkable momentum and energy, I want to re-emphasize the value and importance of our diverse community. We can't ignore the current complicated and turbulent political climate and the horrific events that occurred in Charlottesville in August. I encourage you to make this an opportunity to rededicate yourselves to the University’s values, which include diversity and inclusion at its core. Let’s continue to focus on embracing our differences and commonalities and leverage them in the work that we do and in our relationships with one another.

Also, if you have family members or friends who live in areas recently affected by hurricanes or earthquakes, Human Resources provides information on their website to help you cope with the impact of these disasters as well as a list of organizations to contact for those who are seeking ways to help.

Please take care of yourselves and your colleagues, and thank you for your many contributions. I look forward to sharing an extraordinary year with you all.

Cheers,

Chad Klaus
Vice President, University Services
University Services Town Hall Meetings

Staff are encouraged to attend, schedules permitting, one of three town halls scheduled for later this month. Meetings will be offered in the morning, afternoon and evening to accommodate as many staff members’ schedules as possible.

- **Evening Session**: Tuesday, October 24, 6 pm–7:30 pm; Julis Romo Rabinowitz Building Room 399
- **Morning Session**: Tuesday, October 31, 9 am–10:30 am; Frist Multipurpose Room A, B Level
- **Afternoon Session**: Tuesday, October 31, 1 pm–2:30 pm; Frist Multipurpose Room A, B Level

Fall Learning and Development Opportunities

University Services is offering a number of fall learning opportunities this fall. Online registration is now available through the [Princeton University Employee Learning Center](https://learningcenter.princeton.edu). Enrollment is still available for the following classes:

- D&I Conversation Circles (meets monthly)
- Managers Conversation Circles (meets monthly)
- Introduction to the Myers Briggs Type Indicator (registration deadline: October 10)
- University Services Deconstructed

Welcome Daniel

University Services IT is pleased to welcome **Daniel Spotto** to our team as Business Intelligence Analyst. Daniel comes to Princeton from Rider University where he served many years as a data analyst for various administrative departments. He will be playing a major role in the University Services data analytics initiative and helping staff make the best use of our primary business intelligence tools, Tableau and Cognos.

Security Upgrade for Online University Apps

To improve user convenience and security, online applications formerly protected by “PUaccess” have been migrated to the “Central Authentication Service” (CAS), resulting in an improved user experience when signing onto multiple systems and better security through Duo two-factor authentication for administrative applications. If you experience any difficulty logging into any of the affected systems, please contact the OIT Support and Operations Center (SOC) at 258.4357 (8-HELP) or email helpdesk@princeton.edu.
Campus Dining Launches New Website
On September 12, Campus Dining launched a redesigned website, which serves as a central hub for dining-related content including news, features and events for the Princeton community. The site aesthetically connects to the recently redesigned University main website and is optimized for mobile devices reflecting today's online user experience trends and preferences. dining.princeton.edu

Princeton Crafted Burger Debuts
The Princeton Crafted Burger made its campus debut last month in dining halls, the Frist Campus Center and athletic concessions. The new recipe—inspired by Campus Dining’s commitment to wellness and sustainability without sacrificing taste—is made from an exclusive blend of grass-fed beef that conforms to halal standards and locally sourced mushrooms.


“Origins” Dinners Educate Students
On Sunday, September 24, residential dining halls hosted their first “Origins” dinner of the year. The Origins meals aim to educate students about the foods they are consuming by including origin narratives of the ingredients used in our menu. By knowing where the food comes from, students are able to make more informed decisions about what and how much they eat.

Mushrooms tread lightly on the environment using only 1.8 gallons of water to yield one pound. By comparison, over 1,800 gallons of water is needed to yield one pound of beef.

Staff Transfers
Jeffrey Bassant  Food Service Storekeeper at Ctr. for Jewish Life
Lorraine Dunn  Food Service Worker at Frist
Thelma Espichan  Food Service Worker at Butler/Wilson
Katie Kolenda  Retail Food Service Worker at Frist
Chad Rovner  Sous Chef II at Center for Jewish Life
Pierre SansPeur  Food Service Worker at Whitman

Campus Dining served 3,986 students and family members during Move-in day lunch on Saturday, September 2.
**A Message from Nick Robinson about the Lewis Arts Complex**

After over 10 years of planning, development and construction, the Lewis Arts Complex opened its doors to the community on September 11. The Lewis Arts complex provides the University with a state-of-the-art performance, rehearsal, and learning facility. This launch is a huge moment for the arts at Princeton.

Our team has been preparing for this moment for the past four years. The complex brings together all our units—Venue Services, Performing Arts Services, and University Ticketing—as an integrated team to provide a broad range of facility, event, production and guest services. We have coordinated a service team from Facilities, OIT and University Services who will provide ongoing support within the complex.

I am extremely proud of the work from our entire team and our partners, who have been working collaboratively to provide the highest level of support. We encourage you to stop by to see the facility and take advantage of the wonderful programming.

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**Lewis Arts Complex is Now Open!**

Danielle Dennis, Venue Manager, along with Venue Assistants, Ahren Henby and Raymond Chalmé, deserve kudos for an outstanding job ensuring that the needs of all the stakeholders are well served and for collaborating with our campus partners and coordinating myriad details that went into opening the complex. The team is currently assisting with planning the events for the opening festival that begins on October 5.

Jim Taylor, Systems and Support Manager, is now housed in the new ticketing office at the complex, located at the University Place entrance to the Arts Tower.

The Performing Arts Services team, led by Kathleen Coughlin, have been providing hours of support services to the tenants of the complex as they work with the Department of Music on production for the University Orchestra and other events.

**Shout Out to CVS Staff!**

Special thanks to Venue Associate Marcus Mullins who has been doing a fantastic job at the Julis Romo Rabinowitz building while Courtney Massari, Venue Manager is on family leave, and thank you to Risa Lemkin, Venue Manager who led an R25 Scheduling System training at 701 Carnegie Center for administrators.

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Left: The Frist Campus Center West TV Lounge received a makeover, sporting new furniture that can be configured as single chairs or sofas.

Right: LED lighting was recently installed at Richardson Auditorium, offering audience goers enhanced theatrical experiences.
Summer highlights

6400 sports camp participants came to Princeton, only 300 less than the total number of our benefits-eligible employees.

20 summer staff members programmed around 12,000 dorm room key cards (average: 600 cards per person)

154 different programs checked in

2 vultures took up residence in our storage shed

700 scheduling requests were processed this summer (up from 550 in 2016)

1 director cooked hamburgers for the entire staff in the rain

Conference and Event Services is looking forward to a busy fall with numerous conferences and meetings for academic departments and local nonprofits slated for October.
Welcome Jonathan Zelnick

On August 7, Jonathan Zelnick joined Housing and Real Estate Services as Real Estate Services and Special Projects Coordinator. In his role, Jon assists and supports the construction, development and transaction teams in the renovation and development of housing projects for rental and sale. Jon holds a B.A. from Rutgers University and began his career in real estate in custom home building before transitioning to commercial development and management. Passionate about anything outdoors, Jon enjoys camping, scuba diving, and skiing.

Thank you to all who contributed to making Move-in 2017 a huge success!

This year, our staff and volunteers...

... welcomed over 1,000 members of the Class of 2021 on Saturday, September 2

... supported the early arrival of 1,700 students, including approximately 300 Class of 2021 athletes and international students

... welcomed back over 2,300 upperclass students who arrived between Saturday, September 9 and the first day of classes on Wednesday, September 13
“Avanti” Unlocks Productivity and Efficiency at Print and Mail

On July 1, Print and Mail Services launched Avanti Slingshot, a state-of-the-art Print Management Information System. The new system has enabled our department to streamline our internal processes, providing us with the necessary tools to vastly increase our productivity and efficiency, and enhance our customer service.

Key benefits to our customers include:

• Quick estimates
• Real-time job tracking and scheduling
• Inventory management
• Robust record keeping, allowing for easier re-orders, data collection and statistics

Summer Open House

This summer, Print and Mail hosted an open house at our in-plant facility located at 701 Forrestal Road. Visitors toured our facility, met our staff, explored a variety of product samples, received an overview of the University’s mail operations and learned tips to reduce postage costs for future mailing jobs. Visitors also experienced a brief demo of our new management information system, Avanti, and witnessed firsthand how a new job is entered into our system and then processed for production, delivery and invoicing.

Temporary Student Package Pick-up Site Open Through October 14

All student packages delivered by UPS can be picked up at the Mail Services Temporary Package Pick-up Site, located at Pyne Circle. The Pyne Circle location is open Monday through Friday from 10 am to 6 pm and on Saturday from 10 am to 2 pm through October 14, after which, all student packages may be picked up at the Frist Package Room located on the 100 Level of the Frist Campus Center.

Non-UPS packages can be picked up at the Frist Package Room Monday through Friday from 10 am to 9 pm and Saturday, 10 am to 2 pm.
Pam Slater Receives OIT Award

The Office of Information Technology (OIT) recently awarded Pam Slater, Customer Service Manager for Transportation and Parking Services, with the Team OIT Award for her valuable contributions and partnership with the department.

One-stop-shop for TigerCard, Transportation and Parking Services

Over the summer, TigerCard Services and Transportation and Parking Services (TPS) joined as one department. Renovations will soon be underway to open the space between the TigerCard and TPS offices to create a one-stop customer service area for the new TigerCard Services and Transportation and Parking Services unit of University Services.

Welcome Jazmine

We are pleased to introduce Jazmine Glover, our newest Customer Service Representative. Jazmine joins Jenna Glass and Laine Santoro as one of three friendly faces to greet you in person or by phone anytime you need assistance with University transportation, parking or TigerCard services. We’re thrilled to have Jazmine as part of our team—please stop by and say hello if you are in our neighborhood!
Welcome New Staff!

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie Carusone</td>
<td>Retail Food Service Worker</td>
<td>Campus Dining</td>
<td>September 11</td>
</tr>
<tr>
<td>Aurora Centeno Perez</td>
<td>Retail Food Service Worker</td>
<td>Campus Dining</td>
<td>September 7</td>
</tr>
<tr>
<td>Ray Chalmé</td>
<td>Venue Associate, Lewis Arts Complex</td>
<td>Campus Venue Services</td>
<td>August 7</td>
</tr>
<tr>
<td>Dominick DiGiorgio</td>
<td>Cook</td>
<td>Campus Dining</td>
<td>August 14</td>
</tr>
<tr>
<td>Tyler Fisher</td>
<td>Food Service Worker</td>
<td>Campus Dining</td>
<td>September 7</td>
</tr>
<tr>
<td>Michael Gibson</td>
<td>Cook</td>
<td>Campus Dining</td>
<td>June 19</td>
</tr>
<tr>
<td>Jazmine Glover</td>
<td>Customer Service Representative</td>
<td>Transportation and Parking Services</td>
<td>July 31</td>
</tr>
<tr>
<td>Kenneth Hartley</td>
<td>Retail Food Service Worker</td>
<td>Campus Dining</td>
<td>September 7</td>
</tr>
<tr>
<td>Ahren Henby</td>
<td>Venue Associate, Lewis Arts Complex</td>
<td>Campus Venue Services</td>
<td>July 31</td>
</tr>
<tr>
<td>Mary Holcombe</td>
<td>Senior Operations Manager, CJO</td>
<td>Campus Dining</td>
<td>September 11</td>
</tr>
<tr>
<td>Andrew Immordino</td>
<td>Food Service Worker</td>
<td>Campus Dining</td>
<td>September 18</td>
</tr>
<tr>
<td>Mirayda Liriano</td>
<td>Food Service Worker</td>
<td>Campus Dining</td>
<td>September 7</td>
</tr>
<tr>
<td>Isabella Mappy</td>
<td>Retail Food Service Worker</td>
<td>Campus Dining</td>
<td>September 7</td>
</tr>
<tr>
<td>McCarty Maxwell</td>
<td>Conference &amp; Event Manager</td>
<td>Conference &amp; Event Services</td>
<td>July 17</td>
</tr>
<tr>
<td>Dan Spotto</td>
<td>Business Intelligence Analyst</td>
<td>University Services IT</td>
<td>August 21</td>
</tr>
<tr>
<td>Jonathan Zelnick</td>
<td>Real Estate Services &amp; Projects Coordinator</td>
<td>Housing &amp; Real Estate Services</td>
<td>August 7</td>
</tr>
</tbody>
</table>

Congratulations!

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chirada DeToro</td>
<td>of Campus Dining was promoted to</td>
<td>Culinary Production Manager on July 24</td>
<td></td>
</tr>
<tr>
<td>Smitha Haneef</td>
<td>of Campus Dining became Assistant Vice President, Campus Dining on September 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim Jackson</td>
<td>of TigerCard, Transportation &amp; Parking Services, was elected as the administrative staff representative for the Council of the Princeton University Community (CPUC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maureen McWhirter</td>
<td>of University Services Administration became Executive Director of Finance and Technology Administration on September 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blair Manning</td>
<td>of Campus Dining was promoted to Commissary Expeditor for Retail for Graduate College and Catering on August 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bernadette Penick</td>
<td>of Campus Dining became Assistant to the Assistant Vice President on September 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joshua Thomas</td>
<td>of University Services IT became Director of Information Technology, University Services on October 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| New Faces | Job Openings | Did You Know? | Dates to Remember | SEND FEEDBACK AND COMMENTS |</p>
<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Requisition #</th>
<th>Part/Full Time</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Dining</td>
<td>Kosher Cook (CJL)</td>
<td>2017-8014</td>
<td>Full Time</td>
<td>MSU 080</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Commissary Expeditor Retail (Catering)</td>
<td>2017-7979</td>
<td>Full Time</td>
<td>MSU 051</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Retail Operations Manager (Frist)</td>
<td>2017-7953</td>
<td>Full Time</td>
<td>ADM 030</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Cook (Butler/Wilson)</td>
<td>2017-7930</td>
<td>Full Time</td>
<td>MSU 061</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Cook (Rockefeller/Mathey College)</td>
<td>2017-7922</td>
<td>Full Time</td>
<td>MSU 061</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Catering Field Representative</td>
<td>2017-7921</td>
<td>Full Time</td>
<td>MMX 090</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Retail Food Service Worker (Frist)</td>
<td>2017-7914</td>
<td>Full Time</td>
<td>MSU 041</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Food Service Worker (CJL)</td>
<td>2017-7892</td>
<td>Part Time</td>
<td>MSU 010</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Retail Food Service Worker (Frist)</td>
<td>2017-7882</td>
<td>Part Time</td>
<td>MSU 041</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Cook (Whitman)</td>
<td>2017-7857</td>
<td>Full Time</td>
<td>MSU 061</td>
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<tr>
<td>Campus Dining</td>
<td>Retail Food Service Worker (Frist)</td>
<td>2017-7803</td>
<td>Part Time</td>
<td>MSU 041</td>
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<tr>
<td>Campus Dining</td>
<td>Retail Food Service Worker (Frist)</td>
<td>2017-7796</td>
<td>Part Time</td>
<td>MSU 041</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>Commissary Expeditor (Bake Shop)</td>
<td>2017-7663</td>
<td>Full Time</td>
<td>MSU 050</td>
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<tr>
<td>Campus Dining</td>
<td>Retail Food Service Worker (Frist)</td>
<td>2017-7553</td>
<td>Full Time</td>
<td>MSU 041</td>
</tr>
<tr>
<td>TigerCard, Transportation, Parking</td>
<td>Data Analyst and Technology Manager</td>
<td>2017-7726</td>
<td>Full Time</td>
<td>AIT 030</td>
</tr>
</tbody>
</table>

Search for other open positions or update your profile online at Careers at Princeton
Information for Employees Regarding Recent Natural Disasters

As many individuals in our University community have family members or friends who live in areas recently affected by hurricanes or earthquakes, the Office of Human Resources wants to communicate the available resources to help our employees cope with the impact of these disasters and to support them as they attempt to respond.

Resources include confidential counseling services, pastoral counseling and additional University resources. Detailed information may be found online and will continue to be updated as more information becomes available.

How to Help

Employees seeking more information about how to help in the various regions within the United States and Puerto Rico, Mexico, and/or the Caribbean, can also visit the following websites that have more detailed information.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interaction</td>
<td><a href="http://www.interaction.org">www.interaction.org</a></td>
</tr>
<tr>
<td>United States State Department</td>
<td><a href="http://travel.state.gov/content/travel/en/news/HurricaneMaria.html">travel.state.gov/content/travel/en/news/HurricaneMaria.html</a></td>
</tr>
<tr>
<td>Red Cross</td>
<td><a href="http://www.redcross.org">www.redcross.org</a></td>
</tr>
<tr>
<td>Government of Puerto Rico</td>
<td><a href="http://twitter.com/PRFAA/status/910957198930407424">twitter.com/PRFAA/status/910957198930407424</a></td>
</tr>
</tbody>
</table>

For more information or questions, please contact the Office of Human Resources at 258.3300 or [hr@princeton.edu](mailto:hr@princeton.edu).
Dates to Remember

**FluFest**  
Wednesday, October 4, 10 am–4 pm  
Thursday, October 5, 10 am–4 pm  
Wednesday, October 11, 8 am–1 pm  

**Festival of the Arts**  
Thursday, October 5–Sunday, October 8  
The four-day festival celebrates the opening of the Lewis Arts Complex and will feature over 100 concerts, dance performances and more at various venues across campus. Learn more.

**Campus Dining Food & Agriculture Lecture:**  
**Reconciling Agro-biodiversity Conservation with Food and Nutrition Security in a Changing Climate**  
Thursday, October 5, 4:30 pm–6 pm, McCosh 50  
Speaker: Her Excellency, Ameenah Gurib-Fakim, President of the Republic of Mauritius

**Freshman Families Weekend for the Class of 2021**  
Friday, October 13–Sunday, October 15

**Fall Faculty and Staff Blood Drive**  
Thursday, October 19, 9 am–1 pm; Friday, October 20, 8 am–1 pm  
Frist Multipurpose Room A/B, B Level  
Sign up ONLINE or call Community & Regional Affairs at 258.3204

**University Services Town Hall Meetings**  
- **Evening Session:** Tuesday, October 24; 6 pm–7:30 pm  
  Julis Rabinowitz Building, Room 399  
- **Morning Session:** Tuesday, October 31; 9 am–10:30 am  
  Frist Multipurpose Room A, B Level  
- **Afternoon Session:** Tuesday, October 31; 1 pm–2:30 pm  
  Frist Multipurpose Room A, B Level

**HR Benefits Fair (Main Campus)**  
Wednesday, October 25  
10 am–2 pm, Frist Multipurpose Room A/B, B Level  
Open enrollment: Monday, October 16–Friday, November 10

University Services Learning Opportunities

**D & I Conversation Circle**  
October 18, November 15, December 13, January 17, and February 21  
9 am–10:30 am  
Diversity & Inclusion (D&I) Conversation Circles provide an intentional space and productive format for important and sustained conversations among small groups of University Services staff.

**Managers Conversation Circle**  
October 24, November 21, December 19, January 23, February 27 and March 27  
2:30 pm–4 pm  
The Managers Conversation Circles provide a confidential and productive space for thought-provoking conversations among small groups of University Services managers and supervisors.

**Introduction to the Myers-Briggs Type Indicator (MBTI)**  
Thursday, October 19, 1 pm–4:30 pm  
Registration Deadline: October 10  
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**  
Wednesday, November 1, 11:45 am–1:45 pm  
Frist Multipurpose Room A, B Level  
This interactive class provides an overview University Services in addition to a sense of community and understanding of our overall customer service mission. Lunch will be provided.

FROM THE ACADEMIC CALENDAR

**Midterms:** Monday, October 23–Friday, October 27

**Fall Recess:** Saturday, October 28–Sunday, November 5

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 dropdown 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