Dear Colleagues,

It has been an extraordinary year at University Services. We laid the ground work for much growth that is to come in the upcoming academic year. Together, with Chad and Andrew, our organization has spent substantial time preparing and planning for new infrastructure, meeting with many architect firms for two new Residential Colleges, Lake Campus, and East Campus. Our work from past years—focusing on guiding principles and core values—has given us a strong foundation to work as one team supporting Princeton University.

Within Campus Dining, our team has progressively placed efforts in connecting our food program to local farmers, producers, and artisans as well as global issues such as climate change and food waste. The power of University Services when we are able to function as a collaborative collective is immense, and I look forward to working with you and for you in the upcoming academic year on the growth of our campus.

As for now, enjoy time with family and friends and have a happy summer.

With appreciation,

Smitha Haneef
Assistant Vice President, Campus Dining, University Services
Congratulations and thank you for your dedication and phenomenal work during end-of-year activities and events!

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**Employee Survey Update**

Thank you to all staff who took the time to complete the 2019 University Services Employee Survey. The Office of Institutional Research is compiling all the data collected from the survey and will submit a report to the Office of the Vice President and senior leadership later this summer. Highlights and general themes of the survey results will be shared with all staff in late August/early September and also be discussed during fall ambassador outreach sessions in October.

54% completion rate
7% submissions via mobile device

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**Retreat Focuses on Professional Development, Group Cohesion**

The University Services administrative group participated in an all-day retreat on Tuesday, June 18 at the Graduate College. Facilitators included Human Resources colleagues Kamara Blackman, Career Specialist, who presented, “Professional Development – A Guided Approach”; and Kay Sylla, Senior HR Manager, who led a team exercise titled, “Liberating Structures,” which centered on group cohesion and trust.

The day also included a culinary competition team building activity led by Campus Dining. Teams chopped, sliced, and diced an array of ingredients to create a unique salad and creatively frosted tiger-shaped cookies.

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**Congratulations Abby**

Abby Levin, who has served as the Executive Assistant in the Office of the Vice President for University Services for seven years, began her new role—the Executive Assistant to the Vice President and Secretary of the University, and Office Manager in the Office of the President—on Wednesday, June 12.
**Grocery Tour: Healthy Foods on a Budget**

On Tuesday, May 21, Melissa Mirota, Campus Wellness Dietitian, led a group of staff on a grocery tour at the local ShopRite. The tours help participants find healthier options at the grocery store, understanding food labels, and other useful tips.

**Congratulations Bob**

On June 1, Bob Weston retired after 21 years of service to Princeton University. Bob was an integral part of the Campus Dining finance team and will be missed.

**Congratulations Catalina**

Whitman College dining hall card checker Catalina Maldonado-Lopez was one of eight individuals to receive honorary Class of 2019 membership during Class Day on Monday, June 3. Honorary membership typically is granted to individuals whom the graduates feel have shaped their Princeton experience or touched their lives in some way.

**Bates Shares Career Path Story**

On June 12, Brandon Bates (far left), Retail Food Service Worker, served on a Career Conversations Panel with Jeanhee Keyek (Human Resources), Maria Mastroianni (Math Department, formerly Campus Dining), and Albert Rivera (Davis International Center).

The panelists shared stories of personal and professional growth, including navigating Princeton as a new employee, making a career shift, transitioning to a new role, and more.
Thank you to all of the people who helped Campus Venue Services support Reunions and Commencement 2019! During Reunions weekend, there were 260 golf carts rented and delivered to returning alumni, 30 six-passenger golf carts on four campus routes driven by 60 student drivers over three days, support for the one and only P-rade and a team of Alumni Registration volunteers who registered the almost 25,000 alumni and guests who were wristbanded for reunions.

The busy week continued with Commencement support starting with Baccalaureate and Senior Prom on Sunday; Class Day, Graduate Hooding, Step-sing on Monday; and Commencement on Tuesday. The team welcomed parents, families, and friends of graduating seniors and graduate students to all of the exciting events!

A special thank you to our University Services volunteers who helped our core University Services team with Reunions and Commencement.

Volunteers:
Lori Boulware, HRES
Peggy Chow, Campus Dining
Andrew Kane, Office of the VP
Chad Klaus, Office of the VP
Brett Lawrence, Office of the VP
Abby Levin, Office of the VP
Maureen McWhirter, Office of the VP
Sandra Parisi, Business Services
Dan Spotto, University Services IT
Amanda Stevens, TigerCard, Transportation and Parking Services
Josh Thomas, University Services IT
Bogucki Moderates Panel of Writers

On Friday, May 3, Conference and Event Manager Marianna Bogucki (far left) moderated a panel titled, “Connecting Through the Written Word.” The panel was part of the all-day symposium, “Connect: Harnessing the Power of Words,” organized by Princeton Writes and featured panelists (from left) John McPhee, Ferris Professor of Journalism in residence at Princeton; Daphne Kalotay, lecturer in creative writing at Princeton’s Lewis Center for the Arts; and Nick Chiles, a visiting lecturer in the Humanities Council and a Ferris Professor of Journalism at Princeton.

Update: EMS Scheduling System

Conference and Event Services (CES) and University Scheduling proudly announces the arrival of EMS, an intuitive and contemporary scheduling system for the campus community. Later this month, the current scheduling form will be replaced with a new request form for requesting spaces on campus.

For more information, visit the CES website.

Summer Conferences and Camps Underway

The CES summer season kicked off on Sunday, June 9 with over 140 conferences and camps booked through Saturday, August 17.

To help support CES during this time, 21 students from colleges and universities across the country have been hired as account representatives and short-term staff members.
SEIU Summer Transfer Program Brings McRae to Housing

Chantel McRae, a Campus Dining Food Service Worker at Mathey Dining Hall during the academic year, has joined Housing and Real Estate Services (HRES) as part of the SEIU Summer Transfer Program. For the next couple of months, Chantel will help with room and building inspections in preparation for the return of students, assist in the tracking of dorm readiness projects throughout the summer, and provide support for our faculty and staff rental programs.

Years of daily interactions with students on campus provide Chantel with a strong knowledge of several student residential areas, and her hard working approach to learning all about our operations make her a welcomed addition to our team.

Professor Hosts Star Party for Staff

On June 11, as a gesture of appreciation for the Faculty and Staff Housing staff, Professor of Astrophysics Gaspar Bakos hosted a “Star Party” on the roof and observatory of Peyton Hall which included a guided tour of constellations, binary stars, nebulae, galaxies, and other wonders of the night sky.

Best Wishes to Kim

On Wednesday, June 12, with mixed emotions, HRES bid farewell to friend and colleague, Kim Napolitano, Coordinator for Faculty and Staff Housing, who will be relocating to South Carolina with her family. Kim has been an integral part of HRES for 15 years. In addition to her excellent customer service—for which she was recognized at this year’s University Services Rewards and Recognition event—Kim served as an invaluable technology resource for all housing systems. With appreciation for her years of dedicated service at Princeton University, HRES wishes Kim the best of luck as she begins her next adventure.

SAVE THE DATES

New Students.............Saturday, August 31 (Wallace Forum Level, Lewis Arts complex)
Returning Students....Saturday, September 7

Look for Move In volunteer opportunities later this summer.
Programs for Commencement Activities
Print and Mail Services (P&M) recently produced several programs for Commencement activities, including Baccalaureate, Class Day, Graduate Hooding, Commencement, and many others.

JOB POSTING

**Assistant Director, Finance and Customer Service**

The Assistant Director, Finance and Customer Service is responsible for all financial matters of P&M and for the management of the customer service staff located at the Forrestal Campus. The position also oversees the IT component within P&M and supports the Director in key areas of the department.

Read the full job description or apply [online](#).
After Seven Months, Dinky Resumes Service

The New Jersey Transit shuttle train, also known as the “Dinky,” resumed service on Sunday, May 12. During the closure, a high-tech safety system was being installed NJT rail lines.

Second Annual Breakfast Celebrates Staff Who Bike to Work

On Friday, May 17, Transportation and Parking Services, in partnership with the Office of Sustainability, Cyclab Bicycle Co-op, and Greater Mercer TMA, hosted the second Bike-to-Work Breakfast. More than 100 cyclists stopped by for grab-and-go breakfast items, shared stories of their daily commutes, received bike maintenance tips, and showed off some impressive cargo-toting set-ups.

Summer Transfer Program Brings Bates to TigerCard Office

Brandon Bates, a Campus Dining Retail Food Service Worker at the Frist Campus Center during the academic year, joined the TigerCard, Transportation and Parking Services Office as part of the SEIU Summer Transfer Program. For the next couple of months, Brandon will assist with the day-to-day customer service functions of TigerCard, Transportation and Parking Services and will support the rest of the office on a variety of projects related to parking and transit.
Welcome New Staff!

**Eric Maltz**
*Retail Food Service Worker*
Campus Dining
May 13

**Alisha Mays**
*Retail Food Service Worker*
Campus Dining
May 13

**Patricia Sykes**
*Food Service Worker*
Campus Dining
May 13

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Congratulations!

**Bob Weston**
of Campus Dining retired on June 1, 2019
after 21 years of service at Princeton University
<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Requisition #</th>
<th>Term</th>
<th>Part/Full Time</th>
<th>Grade</th>
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<td>ADM 060</td>
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</tbody>
</table>

Search for other open positions or update your profile online at [Careers at Princeton](#)
**Introducing LastPass Password Manager at Princeton**

The Office of Information Technology is excited to offer LastPass software to help with managing passwords and improving our security. LastPass is a password manager that integrates with your web browser and makes it easy to log into websites.

Some additional features of LastPass include:

- **Team Password Sharing**
  Share passwords securely with coworkers.

- **Access Anywhere**
  Whether on a desktop, laptop, smartphone, or tablet, your account is available everywhere.

- **Password Generator**
  Create unique, long, random passwords automatically.

- **Free Personal Premium Accounts**
  Create a personal Premium account that can be linked to your University Enterprise account.

More information about LastPass, including training resources to help you get started, may be found [online](#). Training sessions are also available on the Employee Learning site.

LastPass remembers your passwords so your digital life is easier and more secure. Everything is backed up automatically, so you’ll always have your data.
Dates to Remember

**Campus Dining Grocery Store Tour**
Wednesday, June 26
9:30 am–11 am
Email Melissa Mirota to sign up
Open to all University Services staff. Space is limited.

**Summer BBQ Buffets at Frist**
Wednesdays through August 7, 6 pm–7:30 pm
Frist South Lawn
Summer Meal Plan, Paw Points, student charge, cash or credit.
Charge is $11.50 per person.

**Princeton Farmers’ Market**
Thursdays, 10 am–3 pm
Hinds Plaza, 55 Witherspoon Street

**PRINCETON UNIVERSITY ART MUSEUM**
**Summer Film Series and Picnic**
Brown/Dod Quad
- *When Harry Met Sally* (1989)
  Thursday, June 20, 8 pm
- *Desperately Seeking Susan* (1985)
  Thursday, July 18, 8 pm
- *Picnic and Screening of Moonstruck* (1987)
  Thursday, August 1
  Picnic: 6 pm, Film: 8 pm

**Student Move In**
Saturday, August 31 (new students)
Saturday, September 7 (returning students)

**Fall Classes Begin**
Wednesday, September 11

**ANNUAL CHILDREN’S SHOW**
*Puck’s Midsummer Mischief*
Written by Annika Bennett
July 5–August 4
Fridays and Saturdays, 11 am

**Falsettos**
Written by William Finn and James Lapine
Directed by Daniel Krane
June 20–23, 27–30
Thursdays & Fridays, 8 pm
Saturdays, 2 pm & 8 pm

**Deathtrap**
Written by Ira Levin
Directed by Annika Bennett
July 4–7, 11–14, 17–21
Thursdays & Fridays, 8 pm
Saturdays, 2 pm & 8 pm

**A Midsummer Night’s Dream**
Written by William Shakespeare
Adapted and directed by Maeli Goren
July 25–28, July 31–August 4
Thursdays & Fridays, 8 pm
Saturdays, 2 pm & 8 pm

**Topdog/Underdog**
Written by Suzan-Lori Parks
Directed by Lori Elizabeth Parquet
August 8–11, 15–18
Thursdays & Fridays, 8 pm
Saturdays, 2 pm & 8 pm