From the Vice President

In this issue, we are featuring several relatively new benefits programs that are available to help employees better manage their personal health and work life balance. On page 4, we feature our two Health Coaches—Lisa Calabrese, a registered nurse, and Gerry Pierre, a registered dietitian—who work on campus as part of the My Health Coach program in collaboration with Trestle Tree. They have been meeting with faculty, staff, and eligible dependents confidentially to help them work on various health-related challenges and set achievable goals. You can easily arrange an appointment and meet with either coach conveniently on campus at their offices in Dillon Court and MacMillan Building, respectively.

On page 5 we have included an article about Princeton’s collaboration with Isles, a nonprofit organization located in Trenton, New Jersey. Isles helps individuals manage their financial resources more effectively and plan for the future. The story features an employee who describes how Isles recently guided and supported him in purchasing his first home.

Like several other departments at Princeton, HR initiated a program in May 2013 that offers HR staff members various health promotion-related activities. We call it FITnFUN HR. It was modeled after a similar program begun in the Facilities Department called Facilities Fit.

On page 3, our Friendly Faces article features the FITnFUN HR team that initiates and leads a variety of activities ranging from walking groups to stress reduction exercises to tips for healthy cooking. The team has creatively chosen an array of choices to interest as many individuals as possible to participate. Based on its popularity and success within HR, I encourage other departments to learn more about it and consider implementing a similar program.

Please join me in welcoming several new HR staff members. Jocelyn Hoey joined our data management group this past September. Lana Thayer and Morenike Sylla, both senior HR generalists, recently became members of the Client Services Team. And, MaryAnn Kocsak is on an interim assignment in HR on our Staffing and Administrative Services Team while Lowrie House, where she normally works, is being renovated. We are fortunate to have these talented individuals join our HR team.

I continue to ask for your feedback. It is always appreciated and helpful!

Lianne Sullivan-Crowley
Opportunities

• Administrative units are enthusiastically moving ahead with creating their diversity plans as part of the "call to action" issued in September 2013 from the Trustee Ad Hoc Committee on Diversity. Seven units have begun the journey, including Campus Life, Dean of the College, Dean for Research, Office of Development, Facilities, Office of Information Technology, and University Services. Those that launched their efforts months ago are nearing the finalization of their plans whereas others are just beginning; all have created committees that represent the unit's departments. HR is looking forward to continuing this work partnership with more units as they begin to create and implement their own customized plans.

• Carebridge is a full-service Employee Assistance Program (EAP). You, your spouse or same-sex civil union or domestic partner, and your eligible dependents can have up to eight free counseling sessions with a professional behavioral health clinician skilled in your area of concern. Carebridge EAP counselors can assist with concerns such as depression, stress management, alcohol and drug abuse, parenting, and other behavioral health matters. In addition to counseling, Carebridge provides information and support on a wide range of personal services, including but not limited to elder and child care resources, home improvement, travel, and event planning. Carebridge representatives can be contacted at (800) 437-0911 or clientservice@carebridge.com and are available 24 hours a day, 365 days a year.

• This year the Spring Mammography Screening Program will be held the week of April 28. Eligible female employees will receive information in early April. Information is also available on the HR website or by contacting Maureen Lampariello at 8-8862 or at maureenl@princeton.edu.

• Prior to the 2013 holidays, the Office of Community and Regional Affairs, joined by the Office of Human Resources and other campus partners, conducted an outreach initiative to help end hunger in the greater Mercer County area by collecting food for the Mercer Street Friends Food Bank, which supports nearby pantries, shelters, and soup kitchens. Together, faculty, staff, and students donated 1,286 pounds of food and personal hygiene items. Individuals who want more information should contact Erin Metro at 8-5144 or emetro@princeton.edu.

• As part of the My Medical Expert program and our ongoing efforts to facilitate evidence-based medical practices, Best Doctors is presenting a special webinar entitled "Low Back Pain: Who Benefits from Surgery?" on Wednesday, February 19, at 12:00 noon. This event is dedicated to understanding chronic low back pain, a common condition affecting 80% of people at some point in their lives. In this webinar, you'll learn about the pros and cons of surgery, tips for talking to your doctor, and resources for learning more about what makes an ideal candidate for surgery as well as the opportunity to hear from leading specialists in the fields of neurology and orthopedic surgery. You can register for the event by clicking the link above. To learn more about Best Doctors and the My Medical Expert program, visit the Best Doctors website.

Go Paperless with HR

In an effort to support Sustainability at Princeton, we offer an option to receive most benefits communications electronically, effective immediately. Log in to HR Self Service today to "Go Paperless."
Policy Information

- A new policy, 2.2.13 Term Appointments, became effective on January 1, 2014. It describes the employment circumstances that fall under the category of “term appointment” as well as various procedures to create or extend such positions.

- The policy 4.1.4 Death While Actively Employed was recently updated to clarify current procedures and practices. It provides helpful information about available resources to assist affected family members and/or co-workers when the death of an active employee occurs.

- Gender Equity Notice is a new New Jersey regulation, effective January 6, 2014. It provides individuals with the right to be free of gender inequity or bias in pay, compensation, benefits, or other terms and conditions of employment.

- Effective December 31, 2013, New Jersey enacted the Social Media Privacy Bill. It prohibits employers from requiring or requesting access to employees’ and applicants’ personal social media accounts. This includes requesting the disclosure of personal information, such as usernames, passwords, or other login information, for accessing accounts or services provided by websites such as Facebook and Twitter. The new law features a no retaliation provision.

- All employees should be completing the Annual Disclosure and Certification Form and returning it to their supervisors no later than February. This annual process primarily deals with conflict of interest and/or commitment. This year, the process was expanded to inform employees of several New Jersey regulations that require annual notification and/or certification. All employees should also review the University’s policy Reporting Potentially Illegal Activities.

HR’s Friendly Faces

The FITnFUN HR team successfully launched on May 1, 2013, following in the footsteps of Facilities Fit, an already successful program. The team includes Amanda Babiak, Erika Casey, Lynn Herbine, Jasmin Kotwal, Maureen Lampariello, Lillian Laney, Dale O’Brien, Sandra Tango, and Lana Thayer.

When the group first launched, it was taking notes from the Facilities Fit team, which Roger Demareski, assistant vice president for facilities, initiated after a wellness presentation. His thought was to begin a campaign to encourage healthier living and wellness within Facilities and he enlisted the Benefits Team in Human Resources to help. As the group progressed, Linda Nilsen, director of compensation and benefits, asked Maureen Lampariello, benefits analyst and liaison to Facilities Fit, to start an HR Fit group to do the same. Maureen organized a group of individuals representing a cross-section of HR. They evolved into FITnFUN HR with the goal to encourage not just healthy living but also fun and camaraderie.

FITnFUN HR took off with a weekly routine of activities, including campus walks, breathing and self-awareness exercises called “Exhale,” and lunchtime escapes from one’s desk. As Erika Casey described, the idea was “to get people to take five minutes away from their desks and clear their heads, come together, and have fun.” As the programs evolved, the group received continued support from HR leadership and a small budget to support special events. Several highly successful activities include a salad day, smoothie day, Fall Fest, vegetable picking, and guided walks around campus. With FITnFUN HR support and encouragement, the office had a large turnout of runners, walkers, and spectators for the University’s Tiger Trot 5K in November.

The FITnFUN HR group continues to sustain a growing weekly routine of activities, monthly events, and small prizes as well as a dedicated SharePoint site for tips, recipes, and useful apps and websites. If you are interested in starting a Fit group in your office, contact Maureen at 8-8862 or maureenl@princeton.edu.
Managing health and work life balance can often seem like a daunting task. Whether an individual is facing a serious health concern, dealing with a stressful situation, trying to lose weight, or just unable to pin point what doesn’t feel quite right, the My Health Coach program is a supportive resource. Health Coaches Gerry Pierre and Lisa Calabrese have helped many individuals achieve success with the program since it began this past fall.

Gerry, a registered dietician, and Lisa, a registered nurse, are employees of TrestleTree, an accredited health transformation organization. Their offices are located in MacMillan Building and Dillon Court, respectively. They have met with employees and family members to discuss topics such as managing diabetes, high blood pressure, weight loss, stress, healthy eating, and more. One employee described the experience by saying, “My experience with my health coach makes me feel like I’m taking a class on how to live healthy.”

Lisa described the process as truly holistic because they take an interest in the individual’s whole story, explaining, “You can’t look at everyone to fit a mold, this is what makes TrestleTree’s approach so different.” She spends a lot of time getting to know participants and what they would like to change about themselves, helping them to navigate the vast array of resources. No matter what someone brings to the table, she builds a plan around exercise, nutrition, and what she calls “life joy.”

Gerry echoed Lisa’s sentiments about the program. As a dietician, she explained that she often sees individuals for diabetes and weight loss who come looking to her for a program of change and personal accountability. She said, “They initially come in describing their actions but I’m not here to tell them what to do. I’m here to help them get to where they want to be from where they are right now.” Gerry likes to help individuals understand why they are feeling challenged and identify their personal motivators and barriers to be able to develop an action plan. She describes this approach as “person-based, not diagnosis-based.”

Gerry and Lisa both strive to be a great resource for their clients, and they work toward building sustainable change. As one participant said, “This feels like it is a part of my life instead of doing it just to get to a certain point. I want health to be a part of living.”

Whether they are helping to craft an action plan or going over blood work to decipher the numbers to create better understanding, Gerry and Lisa are committed to getting to know their clients and making practical recommendations with knowledge and compassion.

The My Health Coach program is provided by Princeton to benefits-eligible employees and eligible dependents at no cost. The program is managed by TrestleTree and is completely confidential. For more information on the program and how you can participate, visit TrestleTree’s website.

My Health Coach has launched a new website for Princeton employees and family members. To access nutrition and weight trackers, fitness calculators, and other helpful tools, visit TrestleTree’s website.
Fulfilling a Dream with Financial Coaching

Ankit Patel, left, of nonprofit community-based organization Isles, hands Lamar Allen, right, the keys to his new house. Lamar worked with Isles throughout the process to find, negotiate, and finance his first home.

Purchasing a home can be difficult for anyone and especially for first-time buyers. It usually involves a multi-step process that includes making sure you have the right credit score, getting pre-qualified from a lending institution for a mortgage, finding the right property, negotiating the price, and finalizing the loan. Lamar Allen, a residential food service worker in Campus Dining’s Rockefeller College, recently went through the process because he wanted to fulfill his dream of owning his own home. A few years ago, he had decided he wanted to buy a house but was uncertain about how to get started. Fortunately for him, he heard a presentation in late 2012 by Ankit “Kit” Patel, a financial coach from Isles, a nonprofit community-based organization in Trenton, that inspired him to learn what he needed to do to become a homeowner. Kit helped Lamar to customize the steps to prepare Lamar for selecting the right property to purchase. According to Lamar, “Kit personally went with me to meet the realtor. He also helped me get pre-approval from a local bank and recommended a lawyer that I could trust.” Lamar continued, “Working with Isles was one of the best things I’ve done. They have your best interest at heart. I trusted Kit and he encouraged me. There were times I would have given up if it weren’t for him and the realtor.” In September 2013, Lamar closed and got the keys to his two-family home. “It’s unreal and I still can’t believe it’s mine.”

Kit and his colleagues at Isles help low and moderate-income consumers improve their overall financial situation. He explained, “We use different strategies to improve their credit scores. First, we find out what people want to save for. There are various products available that promote savings and provide incentives. We also advise on home and car purchases and loans based on what they can afford.” Kit also said Isles helps their clients to “choose the right property and make better decisions.”

Isles offers financial coaching and resources to help those who made some monetary mistakes in the past, whose credit scores need improvement, and who have specific financial goals in mind. Isles also has other programs to assist with managing utility costs, such as weatherization; dealing with foreclosure; assessing the home for lead and asthma triggers; and helping to settle debts and financial emergencies.

Employees can contact Isles by calling (609) 341-4700 or accessing their website. Hours are 9:00 a.m.–5:00 p.m. or by appointment after hours. Kit said, “I encourage individuals who are having financial difficulty and want to do the right things to improve their financial situation to come in for an evaluation.”
Congratulations to employees who completed

New Managers Orientation

Pictured from left to right are **Front row:** Shelly Koonce, Office of Human Resources; Jen Palancia, Office of Audit and Compliance; Andrew Fleischer, Campus Dining; Allison Rich, Department of Athletics; Kathleen Crown, Council of the Humanities; Valerie Ching, Office of the Provost; Richard Lander, Office of the Dean of the College. **Back row:** Katherine Norton, Corporate and Foundation Relations; Ellen DiPippo, Research Integrity and Assurance; Todd Bristol, Woodrow Wilson School; Michele Tuck-Ponder, Center for African American Studies; Neil Fowler, Woodrow Wilson School; Joshua Thomas, University Services.

Pictured from left to right are **Front row:** Lily Secora, The Graduate School; Nalini Parameshwar, Office of Audit and Compliance; Sara Cosgrove, Office of Development; Amanda Kastern, Politics; Kevin Creegan, Department of Public Safety; Tracy Craig, Department of Public Safety. **Back row:** Stanley Cheek, Department of Public Safety; Bradley Pottieger, Department of Athletics; Kathleen Coughlin, Richardson Auditorium; Andy Cofino, Office of the Dean of Undergraduate Students; Lisa Linn De Barona, Department of Public Safety.


Management Development Certificate Program

Pictured from left to right are **Front row:** Meghan Krause, Chemistry; Joanna Milan, The Graduate School; Alyssa Martillottie, The Graduate School; Brooke Fitzgerald, History; Christine Twiname, Center for Hellenic Studies. **Back row:** Brian Ludwig, Research Resources; Annette Jushchuk, Department of Public Safety; Rick Horner, Princeton Plasma Physics Laboratory; Natalya Gnyp, Princeton Plasma Physics Laboratory; Minmin Fan, Civil and Environmental Engineering.

Pictured from left to right are **Front row:** Antonio Torrence, University Services; Erica Graser, Research Integrity and Assurance; Kristin Giblets, University Services; Adrienne Capers, Office of Development; Lorraine Dunn, Campus Dining. **Back row:** Anna Beglfer-Ostovrski, Molecular Biology; Dawn Morton, Office of Career Services; Seeta Hayban, Office of Career Services; Ami Patel, Sponsored Research Accounting, Office of Finance and Treasury; Laurie Skoroda, Office of Development; Glynis Sherard, Sponsored Research Accounting, Office of Finance and Treasury.

Not pictured: Maria Astorga, Office of Development; Jeffrey Barton, Library; Joshua Butler, Department of Public Safety; Denis D’Auria, Chemistry; Lyndsey Feldman, Department of Public Safety; Karen Flamard, Engineering and Applied Science; Jacqueline Golden, Office of Development; Erin Johansen, Office of Development; Anne Langley, Library; Risa Lemkin, Frist Campus Center; Ushma Patel, Office of Communications; Johanna Seasonwein, Art Museum; Scott Sibio, Library; Thomas Taylor, Campus Dining; Mo Lin Yee, Anthropology; Tara Zigler, Operations Research and Financial Engineering.
Congratulations to the following employees who were promoted or transferred to a vacant position or assumed an acting appointment between September 24, 2013, and January 16, 2014. This list is based on both the effective date and the data entry date of January 1, 2014. If you believe your name should have been included, please contact Claire Jacobs Elson at celson@princeton.edu or 8-4131.

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<tr>
<td>Keith Belmont</td>
<td>Campus Dining, University Services</td>
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<td>Kenneth Bruvik †</td>
<td>Department of Public Safety</td>
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<td>Jessica Colucci</td>
<td>Department of Public Safety</td>
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<td>Alvin Daniel</td>
<td>Office of the Dean for Research</td>
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<td>Wikenson Dimanche ^</td>
<td>Campus Dining, University Services</td>
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<tr>
<td>Steven Drake</td>
<td>Plumbing Shop, Facilities</td>
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<td>Veronica Drumm *</td>
<td>Office of the Dean of the College</td>
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<td>Michele Giovannetti * †</td>
<td>Princeton Neuroscience Institute</td>
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<tr>
<td>Wendy Gutierrez</td>
<td>Department of Public Safety</td>
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<td>Aaron Hoffman *</td>
<td>Financial Services, Office of Finance and Treasury</td>
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<td>Catherine Kossou †</td>
<td>Office of the Vice President for Finance and Treasurer</td>
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<td>Ilulia Kotenko *</td>
<td>Lewis Sigler Institute for Integrative Genomics</td>
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<td>Rachel Leslie</td>
<td>Financial Services, Office of Finance and Treasury</td>
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<td>Justine Levine</td>
<td>Residential Colleges</td>
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<td>Mayerling Pinard</td>
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<td>Charles Quay</td>
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<td>Samantha Raymond</td>
<td>Department of Public Safety</td>
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<td>Timothy Taylor</td>
<td>Princeton Neuroscience Institute</td>
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<td>Stacy Tomlinson</td>
<td>Department of Public Safety</td>
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<td>Daniel Walker</td>
<td>Frist Campus Center, University Services</td>
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<td>Charlotte Treby</td>
<td>Office of the Executive Vice President</td>
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<td>M. Williams</td>
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<td>Ping Xu</td>
<td>Department of Molecular Biology</td>
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<td>Brenda Zanghi *</td>
<td>Office of Research and Project Administration</td>
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* Participates in HR’s Management Development Certificate Program
† Graduate of HR’s Management Development Certificate Program
‡ Participates in the Staff Educational Assistance Plan
^ Graduate of the Excelling at Princeton Program

We apologize to Mary Aaen for inadvertently omitting her name from Employees on the Move in the October issue. Mary now works at the Princeton University Investment Company (PRINCO).

Learning and Development Team Receives Community Award

On November 14, 2013, Human Resources’ Learning and Development Team was honored by the Mercer County Community College (MCCC) Board of Trustees with the Corporate Partner Award for its Excelling at Princeton Program. The award, which recognizes a local corporation that has demonstrated its workforce development and partnered with MCCC to achieve related goals, was presented at the MCCC Trustees’ Report to the Community. In attendance to accept the award and give a radio interview were Mo Connolly, director of learning and development, and Kamara Blackman, career development specialist. Mo and Kamara described the award as “meaningful,” especially having come from another academic institution with the longstanding relationship to help the program grow over recent years. The Excelling Program provides courses to strengthen math, communications, and technology skills as well as English as a second language to help participants enhance their performance and increase competitiveness for lead and supervisory positions.

If you or someone you supervise are interested in the program, contact Kamara Blackman at kblackma@princeton.edu or 8-5957.
Mark Your Calendar with important dates

Advance registration is required at www.princeton.edu/training and all classes meet at 7 New South unless otherwise indicated.

HR’s Core Learning Curriculum from A to Z

To read descriptions of courses for the Core Learning Curriculum, visit www.princeton.edu/hr/learning/curriculum/descrip.

Coaching Others
Toward Improvement
Thursday, April 24
1:00–5:00 p.m.

Communicating with Others
Wednesday, March 5
1:00–5:00 p.m.

Conflict Resolution
Thursday, April 17
1:00–5:00 p.m.

Embracing Change
Tuesday, February 11
8:30 a.m.–12:30 p.m.

Enhancing Feedback and Listening Skills
Tuesday, April 15
1:00–5:00 p.m.

Legal Aspects of Supervision
Tuesday, March 11
9:00 a.m.–1:00 p.m.

Managing Effective Interactions
Thursday, February 13
1:00–5:00 p.m.

Networking for Enhanced Collaboration
Tuesday, April 1
9:00 a.m.–12:00 noon

Performance Appraisals
Tuesday, February 18
Tuesday, March 4
Wednesday, March 12
12:00 noon–1:15 p.m.

Performance Management
Wednesday, March 19
8:30 a.m.–12:30 p.m.

Write or Wrong:
Improving Written Communication
Thursday, March 13
9:00 a.m.–12:00 noon

Diversity and Inclusion
Ally Project
Thursday, March 13
Frist Campus Center

Supporting LGBT Students, Staff, and Faculty
9:00 a.m.–12:00 noon

Moving Beyond the Mythical Norm and Affirming the Intersection
2:00–4:00 p.m.

Leveraging Diversity:
Challenges and Opportunities
Thursday, February 27
Thursday, April 10
8:30 a.m.–12:00 noon

Leveraging Diversity: Part II
Thursday, February 27
Thursday, April 10
1:00–4:00 p.m.

Ouch! That Stereotype Hurts
Wednesday, February 26
10:00 a.m.–12:30 p.m.

Career Development
Interview Preparation
Thursday, March 6
10:00 a.m.–12:00 noon

For questions, contact HR Learning and Development at: hrld@princeton.edu

My Medical Expert, Best Doctors Webinar

Broadcast through your computer.
Register online.

Low Back Pain: Who Benefits from Surgery?
Wednesday, February 19
12:00 noon

Princeton Deconstructed

The Princeton University Training Team (PUTT) created presentations for employees to learn about Princeton’s structure, financial model, research, and student experience.

All presentations meet at Frist Campus Center, 12:00 noon–1:00 p.m.

Princeton Financials
Carolyn Ainslie
Vice President for Finance and Treasurer
Wednesday, February 26

Diversity, Equity, and Inclusion
Michele Minter
Vice Provost for Institutional Equity and Diversity
Thursday, March 6

The Student Experience
Cynthia Cherrey
Vice President for Campus Life
Tuesday, April 29