From the Vice President

Being at the start of the 2015 spring semester is an excellent time to think about professional development and commit to initiating at least one educational activity. As Princeton University employees, we have many options—free courses offered through HR’s learning and development curriculum or by other campus offices; partial reimbursement for a portion of undergraduate or graduate school expenses through our Staff Educational Assistance Plan; or, most easily, daily learning that occurs on-the-job. We can acquire knowledge from new responsibilities and assignments as well as from our coworkers and supervisors who can teach us new methods or challenge us to think differently when solving a recurring problem.

Learning helps individuals and teams to evolve and become more effective and fulfilled. By acquiring new knowledge and skills, we can improve our performance, accomplish meaningful goals, develop professionally, and build a pathway to advance in our careers. On pages 6 and 7, we list the names of 53 staff members who transferred or were promoted to a new position during the fall semester; 23 of them have participated in one or more HR learning programs. Since June 2007 when we first published the “Employees on the Move” column, more than 1,000 staff members began new jobs through transfer or promotion. Many of them were identified as having enrolled in or graduated from one or more learning programs.

One very successful L&D offering is the Management Development Certificate Program (MDCP), which HR launched in 2006 for supervisors and for those who aspire to manage or supervise. The program focuses on the most critical managerial and supervisory skills and competencies needed to manage effectively. Since its inception, approximately 70 employees newly enroll each year and 650 individuals have graduated to date. This is an amazing accomplishment and underscores how important our community values learning. In addition to expressing appreciation for developing their skills, many graduates have told us they made new friends and colleagues while participating in the MDCP. On page 4, we feature one manager who was in the first graduating class of MDCP. She describes several opportunities she has had where she was able to grow professionally.

Overall, the L&D curriculum offers more than 70 classes a year on various topics, such as diversity and inclusion, performance management, communication, and coaching and feedback. Refer to page 8 for this semester’s offerings and try your best to register for at least one!

Two individuals have recently joined HR, Carrie Macon on the Staffing and Administrative Services Team and Colleen Murray on the Client Services Team. They come with many years of strong HR experience, and we are fortunate they are here!

As always, we value your feedback so, please, let me hear from you!

From the Vice President

Lianne Sullivan-Crowley
Benefits

» In just the first month of the Diabetes Management Incentive Program, TrestleTree reported that more than 20 individuals registered for the program and qualified to have their copayment waived for certain diabetes-related medications and supplies.

The program is offered in partnership with My Health Coach, administered by TrestleTree. It aims to help you and your eligible dependents manage diabetes healthcare decisions through health coaching and the removal of financial barriers to care. This incentive program is confidential, voluntary, and offered at no additional cost; it is available to benefits-eligible employees and their covered dependents enrolled in a Princeton medical plan. To qualify for the program, participants need to enroll in health coaching with My Health Coach by calling TrestleTree at (866) 237-0973.

TrestleTree recently hosted a free webinar entitled “Know Your Numbers—Diabetes.” This webinar focused on helping participants understand their numbers with a focus on blood glucose and HbA1c and provided information on the Diabetes Management Incentive Program. The webinar was recorded and is available on TrestleTree’s website.

» The Spring Mammography Program will be held in late April. Information will be sent in April to all female faculty and staff who are of age 35 or older. Standard screening mammograms are covered at 100% for anyone enrolled in the Consumer Directed Health Plan (CDHP), the Princeton Health Plan (PHP) with Aetna or UnitedHealthcare, or the Aetna HMO. For questions, contact Maureen Lampariello at maureenl@princeton.edu.

Summer Camp

PRINCETON UNIVERSITY

Princeton University offers summer camp opportunities for faculty and staff and the community. Located at Dillon Gymnasium, day camp is designed for children entering grades first through eighth in the fall of 2015. Exclusive registration for faculty and staff began on February 2 and will continue until registration opens to the community on March 2. For more information about the program and to register, visit the Campus Rec website.

UNIVERSITY NOW DAY NURSERY

UNOW offers two four-week summer program sessions for children ages 3 to 5 years old. Sessions run from 8:00 a.m. to 6:00 p.m. and include fun activities, meals, and rest periods. For more information visit UNOW’s website or call (609) 258-9600.
Opportunities

This is the time of year when our office prepares for the annual Service Recognition Luncheon honoring employees who attained service milestones in 2014, President’s Achievement Award recipients, and Griffin ’23 Management Award recipients. All invited guests, including honorees and their supervisors, should have received invitations and can log on to the new HR RSVP system to respond. More information about the program can be found on our website. For questions, contact Jaclyn Immordino at 8-9149 or jaclyni@princeton.edu.

Holiday Giving

Many members of the University community actively participated over the holidays in a number of University-sponsored and independent activities to serve the community. We describe the success of a few of these efforts below.

The Office of Community and Regional Affairs conducted a campus-wide outreach initiative to collect food for the Mercer Street Friends food bank, which supports nearby pantries, shelters, and soup kitchens. Faculty, staff, and students donated 3,337 pounds of food and personal hygiene products, more than doubling last year’s total of 1,286 pounds!

Staff in the Office of Human Resources collected diapers, wipes, toys, hygiene items, and gift cards for local infants and mothers in need. The effort was coordinated by Lynn Voigtsberger of HR and items were donated to the Children’s Home Society of New Jersey.

The Latino Princetonians ERG established a holiday public service initiative coordinating with the Princeton YWCA St. Nicholas Project to adopt a local family and help them with their holiday needs. To learn more about the Latino Princetonians, see the article on page 5.

John Sikorski, head of shipping and receiving in the Princeton University Library, was a driving force in the effort to deliver 39 turkeys and about $1,100 of total food to Mercer High School during the Thanksgiving break period and pasta baskets and about $1,000 of total food during the winter break period—an initiative supported by the Knights of Columbus. Mercer High School, located in Hamilton, NJ, serves the needs of "autistic, behaviorally disabled, cognitive severe, and multiply disabled students between the ages of 14 and 21.”

Policy Reminders

The 2015 annual performance appraisal process is now underway. This year, President Eisgruber asked the Cabinet to set an aspirational goal of 100% for the administrative and support staffs to receive performance appraisals. HR is offering classes on conducting performance appraisals (refer to page 8). Anyone with questions should contact HR at 8-3300 or hr@princeton.edu.

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

All employees should have completed the Annual Disclosure and Certification Form and returned it to their supervisors no later than February 13. This annual process deals with conflict of interest and/or commitment as well as acknowledgement that employees are aware of several New Jersey regulations that require annual notification and/or certification. All employees are also expected to review and understand the University’s policy Reporting Potentially Illegal Activities.
In 2006, the Learning and Development (L&D) Team set out to create a program that would provide learners with a structured, holistic learning experience. The goals were to target key skills and competencies needed to manage effectively and also recognize those committed to continuous learning. What was born was the Management Development Certificate Program (MDCP). With 650 graduates who represent a broad range of departments, the MDCP now offers 70 classes annually on topics such as diversity and inclusion, performance management, and communication.

Nancy Burnett, program manager in the Woodrow Wilson School, was a member of MDCP’s first graduating class. She credits her enrolling in the program as her first interaction with the L&D Team. Having previously done more technical skills-based learning, Nancy described herself at that time as “eager for theory-based learning,” having what she felt were “gaps in her education, especially around supervising and managing staff.” She has since recommended the program to many individuals and continually refers to her notes to remind herself of the tools and concepts she learned.

Nancy believes what she learned from the MDCP and other L&D courses has helped her be a more effective manager and build her confidence to take on several special opportunities. These include committee work with the Academic Managers Group (AMG), the PRIME project, and, most recently, serving as the administrative representative to the Council of the Princeton Community (CPUC) and the CPUC Special Task Force on Diversity, Equity, and Inclusion.

As the CPUC representative, she said she knew how valuable it was for her to represent the staff on various issues, including the editing of the Sexual Misconduct Policy and the CPUC Special Task Force on Diversity, Equity, and Inclusion and its Working Group on Structure and Support on which Nancy is currently serving. Nancy describes the diversity initiative as one that will be impactful and offers a special opportunity to make change. She credits the diversity training that she had through L&D—training which is part of the MDCP—“as a basis of understanding how important diversity is to us all and how easily attitudes and beliefs can lie unknown in us—it opened my eyes to a different way of looking at issues of race and diversity.”

As she continues to pursue this and other new ventures, Nancy anticipates that her training will continue to inform and help guide her as it has done for the opportunities that she has had since that first graduating class nine years ago.

For more information about Learning and Development at Princeton, including the Management Development Certificate Program, refer to our website. For more information about the CPUC and the CPUC Special Task Force on Diversity, Equity, and Inclusion, visit the CPUC website.
LaRed de la Prensa Latina de Princeton organiza Fiestecita de Invierno

La Red de la Prensa Latina de Princeton organiza su primer Fiestecita de Invierno en 2011 como una manera de celebrar los días de fiesta, la cultura Latina y sus vínculos con Princeton. El grupo ha tenido participantes de estudiantes, y más recientemente invitados de otros ERGs a unirse a la festividad. La Fiestecita de Invierno también permite compartir noticias sobre su iniciativa de servicio público de vacaciones, el Proyecto St. Nicholas de YWCA, cuando adoptaron una familia local y les ayudaron con sus necesidades de vacaciones. La Fiestecita de Invierno se realizó el 30 de enero en el Edificio del Amigo. Si desea obtener más información, comuníquese con Jennifer Cabral-Pierce en jc6@princeton.edu para unirse al listado de correo electrónico. LaRed de la Prensa Latina de Princeton está abierta a todo el personal del campus incluyendo personal docente y personal no docente.

Fotografía proporcionada por JENNIFER CABRAL-PIERCE

NEW MANAGER ORIENTATION

En la imagen: de izquierda a derecha,

Primera fila: Amy Mercogliano, Tesorería y Finanzas; Angela Ward, Tesorería y Finanzas; Smitha Haneef, Servicios de Comedor; Glynis L. Sherard, Tesorería y Finanzas

Segunda fila: Jen Whiting, Servicios de Edificio; Craig Spero, Tesorería y Finanzas; Patrick Caddeau, Residenciales; Mohamed Ela, Tesorería y Finanzas.

Sin incluirse:
Margaret Fox-Tully, Tesorería y Finanzas; Christine Gage, Escuela de Woodrow Wilson; Timothy D. Tayler, Instituto de Neurociencias de Princeton.
Congratulations to employees on the move

Congratulations to the following employees who were promoted or transferred to a vacant position or assumed an acting appointment between September 3, 2014, and January 16, 2015. Please note that this list is based on both the effective date and the data entry date of January 16, 2015. If you believe your name should have been included on this list, please contact Claire Jacobs Elson at celson@princeton.edu or 8-4131.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>Kathleen Allen *</td>
<td>Department of French and Italian Studies</td>
<td>Ellen Kellich •</td>
<td>Campus Dining, University Services</td>
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<tr>
<td>Lori Boulware *</td>
<td>Housing and Real Estate Services, University Services</td>
<td>Esther Kim</td>
<td>Department of Statistics and Machine Learning</td>
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<td>Kristin Brathole</td>
<td>Sponsored Research Accounting, Office of Finance and Treasury</td>
<td>Evangeline Kibu ‡</td>
<td>Office of Career Services</td>
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<td>Wendy Brill *</td>
<td>Department of Politics</td>
<td>Jeanne Laymon</td>
<td>Office of the Dean of Undergraduate Students</td>
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<tr>
<td>Michelle Brown</td>
<td>Housing and Real Estate Services</td>
<td>Barbara Leavey *</td>
<td>Council of the Humanities</td>
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<td>Stacey Burd ‡</td>
<td>Office of Human Resources</td>
<td>Jennifer Legaspi •</td>
<td>Office of Human Resources</td>
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<tr>
<td>Michael Caddell •</td>
<td>Office of Career Services</td>
<td>Eric Litostansky</td>
<td>Department of Engineering and Applied Science</td>
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<tr>
<td>Marcia Cameron ^</td>
<td>Campus Dining, University Services</td>
<td>Reagan Maraghy *</td>
<td>Mossavar-Rahmani Center for Iran and Persian Gulf Studies</td>
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<td>Albert Chiarello</td>
<td>Building Services, Facilities</td>
<td>Gina Mastro</td>
<td>Office of Community and Regional Affairs</td>
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<td>Jeremy Colotti</td>
<td>Campus Dining, University Services</td>
<td>Leslie McCausland</td>
<td>Department of Public Safety</td>
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<td>Juba Cooley</td>
<td>Utility Plant, Facilities</td>
<td>Maureen McWhirter</td>
<td>Office of the Vice President for University Services</td>
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<tr>
<td>Regan Crotty</td>
<td>Office of the Provost</td>
<td>Sarah Milburn ‡</td>
<td>Department of Molecular Biology</td>
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<td>Julia Davila</td>
<td>Department of Public Safety</td>
<td>Kevin Miller ‡</td>
<td>Operations and Planning, Office of Information Technology</td>
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<td>Roberto Felipe</td>
<td>Woodrow Wilson School</td>
<td>Angele Missak</td>
<td>Campus Dining, University Services</td>
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<td>Carole Franzen ‡</td>
<td>Princeton Institute for International and Regional Studies</td>
<td>Alberta Molnar</td>
<td>Sponsored Research Accounting, Office of Finance and Treasury</td>
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<td>Edgar Gomez ^</td>
<td>Building Services, Facilities</td>
<td>Tara Muni ‡</td>
<td>University Health Services</td>
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<td>Sara Guerin</td>
<td>Department of Molecular Biology</td>
<td>James Niederer</td>
<td>Department of Public Safety</td>
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<tr>
<td>Nadia Julien-Bowswer</td>
<td>Campus Dining, University Services</td>
<td>Dale O’Brien •</td>
<td>Office of Human Resources</td>
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* Participates in HR’s Management Development Certificate Program
* Graduate of HR’s Management Development Certificate Program
^ Graduate of the Excelling at Princeton Program
‡ Participates in the Staff Educational Assistance Plan
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<td>Hilary Parker</td>
<td>Office of the President</td>
<td>Stephanie Rumphrey</td>
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<td>David Parks *</td>
<td>Funds Management and Reporting, Office of Finance and Treasury</td>
<td>David Santoro</td>
<td>Department of Public Safety</td>
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<td>Alcide Pierre Paul</td>
<td>Campus Dining, University Services</td>
<td>Rosemarie Sarigumba</td>
<td>Administrative Information Services, Office of Information Technology</td>
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<td>Thomas Quirk</td>
<td>Office of the Recording Secretary, Office of Development</td>
<td>Amy Scodari</td>
<td>Campus Dining, University Services</td>
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<td>Angela Ratliff</td>
<td>Operations and Planning, Office of Information Technology</td>
<td>Sanford Silverman</td>
<td>Lewis Sigler Institute for Integrative Genomics</td>
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<td>Marie Raymond</td>
<td>Campus Dining, University Services</td>
<td>Tamara Thatcher *</td>
<td>Office of the Dean of the Faculty</td>
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<td>Sarah Richter *</td>
<td>Leadership Gifts, Office of Development</td>
<td>Elizabeth Zawodniak *</td>
<td>Office of the Dean of the College</td>
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<tr>
<td>Eva Rosen *</td>
<td>Department of Public Safety</td>
<td>Yangyang Zeng</td>
<td>University Library</td>
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<tr>
<td>Eszter Rudy ‡</td>
<td>Department of Mathematics</td>
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* Graduated from HR’s Management Development Certificate Program

† Participates in the Staff Educational Assistance Plan

‡ Participates in HR’s Management Development Certificate Program

Graduate of the Excelling at Princeton Program

HR’s Friendly Face

Jasmin Kotwal is a Human Resources generalist on the Client Services Team. She works closely with Karen Stathopoulos, senior Human Resources manager, to support client groups that include the Princeton University Art Museum, Office of Development, Office of Communications, University Library, and the Lewis Center. Jasmin describes her role as “taking care of the employees within her client groups,” supporting both managers and staff to find the best solutions and balance so that both can achieve optimal performance. She believes, “it’s all about the people,” and finds her work most gratifying when her efforts lead to better outcomes for all affected. Jasmin is a certified DDI facilitator and has a certificate of completion for the College and University Professional Association for Human Resources (CUPA-HR) Boot Camp program.

Jasmin began working at Princeton in HR’s Data Management Group and, in 2005, accepted a position with the University Library as HR specialist. Jasmin returned to the Office of Human Resources as a member of the Client Services Team in 2010. Outside of work, she has a number of interests. She loves yoga—having practiced for many years—and though not certified, offers two “fun” weekly classes to friends in her home and periodically offers a class at work called “Exhale” for HR’s FItnFUN group. Jasmin also enjoys traveling the world. Most important to her, however, is spending time with her family and especially her two grandchildren.

Photo by FRANK WOJCIECHOWSKI
Mark Your Calendar
with important dates

**HR’s Core Learning Curriculum from A to Z**
Advance registration is required on the training website. To read descriptions of courses for the Core Learning Curriculum, visit our website. All classes meet at 7 New South unless otherwise noted below.

- **Coaching Others Toward Improvement**
  Tuesday, April 21
  1:00–5:00 p.m.

- **Enhancing Feedback and Listening Skills**
  Thursday, April 2
  8:30 a.m.–12:30 p.m.

- **Managing Effective Interactions**
  Thursday, March 5
  8:30 a.m.–12:30 p.m.

- **Motivating Others**
  Tuesday, March 24
  1:00–5:00 p.m.

- **Networking for Enhanced Collaboration**
  Thursday, April 16
  9:00 a.m.–noon

- **Performance Management**
  Wednesday, March 18
  8:30 a.m.–12:30 p.m.

- **Write or Wrong: Improving Written Communication**
  Thursday, March 26
  9:00 a.m.–noon

- **Write or Wrong: Part II**
  Thursday, March 19
  9:00 a.m.–noon

- **CAREER DEVELOPMENT**
  **Interview Preparation**
  Wednesday, March 11
  10:00 a.m.–noon

- **DIVERSITY AND INCLUSION**
  **Leveraging Diversity: Challenges and Opportunities**
  Tuesday, April 7
  8:30 a.m.–12:00 noon

  **Leveraging Diversity: Part II**
  Tuesday, April 7
  1:00–4:00 p.m.

- **Ally Project: Supporting LGBT Students, Staff, and Faculty**
  Thursday, March 12
  9:00 a.m.–noon
  Center for Jewish Life, Wilf Auditorium

- **Ally Project: Transgender 101**
  Thursday, March 12
  2:00–4:00 p.m.
  Center for Jewish Life, Wilf Auditorium

- **LUNCHTIME MATINEES**
  **Performance Appraisal**
  Wednesday, March 4
  Noon–1:15 p.m.

  Thursday, March 12
  Noon–1:15 p.m.

**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, noon–1:00 p.m.

- **Princeton Financials**
  Vice President for Finance and Treasurer
  Carolyn Ainslie
  Tuesday, March 31

- **The Student Experience at Princeton**
  Vice President for Campus Life
  Cynthia Cherrey
  Thursday, April 23

**Retirement Counseling for the LGBT Community**
TIAA-CREF is offering an informative live webinar, Equally Prepared—Financial Planning for the LGBT Community on Wednesday, March 11, from noon to 1:00 p.m.

Topics will include:
- retirement readiness
- wills, trusts, living wills, and state and federal laws
- estate planning

To register, contact Elaine Richards at erichard@princeton.edu or Lynn Herbine at lherbine@princeton.edu.

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