From the Vice President

As the University celebrates the 15th anniversary of the Pace Center for Civic Engagement this year, many staff members, along with faculty and students, have been demonstrating their strong commitment to community service by engaging in a variety of service activities organized by various offices and home departments. One example that brought together more than 300 volunteers was Princeton’s second annual Day of Service, coordinated as a precursor to the University’s Martin Luther King Jr. Day Celebration by the Office of the Provost with help from Pace and the Office of Religious Life.

Within this issue, we feature several initiatives where individuals volunteered to lead or participate in activities to make a difference to those in need. By engaging in meaningful service and helping others to address problems and improve lives, employees describe a sense of pride, satisfaction, purposefulness, and accomplishment. We are proud of these efforts and hope that the photos on pages 4 and 5 inspire everyone to seek opportunities in which to participate throughout the year.

The Office of Community and Regional Affairs (OCRA) also plays an important role at Princeton by facilitating numerous service opportunities and initiatives throughout the year. On page 3, we feature the work of this office and why service matters in a Q&A with Kristin Appelget and Erin Metro. HR partners with OCRA to collaborate on various programs, such as the annual United Way Campaign, Community and Staff Day, and the annual Holiday Food Drive that supports the Mercer Street Friends Food Bank.

At a recent retirement party for Dr. Janet Neglia, the associate director of medical services, Dr. Peter Johnson, former medical director, described how she modeled the impact individuals make on others through their caring and actions. To best illustrate his point, he quoted her inspirational words, “There’s a lot out there that needs to change—do something—be the solution.” Her message captures the essence of what civic engagement is all about and why we, as a community, value service. I urge you to get involved here or where you live and make a difference.

Over the past few months, we welcomed three very skilled and talented staff members to HR. They are Rekha Daniel-Kimani, director of compensation and benefits; Clara Stillwagon, senior human resources manager; and Elisabeth Tarnok, staffing and talent acquisition coordinator. Also, join me in congratulating John Flynn who was recently promoted to the position of senior manager of compensation and benefits.

Please send me your feedback—it is important for me to continue to hear from you!

Lianne Sullivan-Crowley
Opportunities

» HR is currently preparing for the annual Service Recognition Luncheon honoring employees who attained service milestones in 2015, President’s Achievement Award recipients, and Griffin ’23 Management Award recipients. All invited guests, including honorees and their supervisors, should have received invitations. More information about the program can be found online. For questions, contact Jaclyn Immordino at 8-9149 or jaclyni@princeton.edu.

» Cheer on the Tigers during an upcoming faculty and staff day at Princeton Athletics! A limited number of free tickets are available with a University ID up to two days prior to the event. The box office at Jadwin Gym is open Monday–Thursday, 9:00 a.m.–4:00 p.m., and Friday, 9:00 a.m.–3:00 p.m.

Men's Lacrosse vs. Maryland
March 12 at 12:00 p.m.
Sherrerd Field at Class of 1952 Stadium

Policy Reminders

» The 2016 annual performance appraisal process is now underway. President Eisgruber has once again 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.

Benefits

» All female faculty and staff who are of age 35 or older will receive information in April about the Spring Mammography Program. For questions, contact Maureen Lampariello at maureenl@princeton.edu.

HR’s Friendly Face

Sandra Tango has been a senior staffing specialist at Princeton since 2013. In her role, she supports a wide variety of departments in recruiting for and filling vacant positions. In addition to facilitating the hiring process, Sandra also works with hiring managers to educate and advise them on candidate sourcing, candidate care, process, and compliance. As Sandra explains, ”Hiring managers may only do this once in several years, and, during that time, technology and how people search for job opportunities change, so it’s important to provide ongoing education and training.”

As a 12-year veteran of the Army Reserves, Sandra is proud to be a founding member of the Military and Service Veterans (MSV) employee resource group (ERG) at Princeton. She also has worked closely with the Office of Information Technology over the past year to support their diversity unit planning process and looks forward to similar projects with other clients. About the opportunities she has on campus, Sandra said, ”Because of the diversity of the campus as well as the departments I support, the challenges and operations are different, and that makes it interesting for me. Most of all, I like being able to support the University by hiring talented individuals because they are key to having a great staff.”

In her free time, Sandra is a big soccer fan cheering for the Colombian national, Deportivo Cali, and New York Red Bulls teams. She is an avid distance runner and recently participated in the Marine Corps and Philadelphia marathons.

Photo by FRANK WOJCIECHOWSKI
What is the role of Community and Regional Affairs?
The Office of Community and Regional Affairs serves as a liaison between the University and the communities where the University is located. We work with local elected and appointed officials, community leaders, business owners and non-profit organizations to strengthen the ties between the campus and the communities that are home to Princeton University.

Why do service and community matter?
Service matters because it provides us all with an opportunity to extend ourselves, learn from others, and experience and reflect upon issues and situations that we might not otherwise encounter in our day-to-day lives. Service gives us an opportunity not just to serve others, but to learn from those we are serving. It amplifies the human experience. Being able to do service in, or to be more civically engaged with, the community we work or live in can provide us with a greater sense of belonging and grounding at a time when our lives often move too quickly and when technology can sometimes isolate us all.

Why should employees give at work when they potentially don’t live in the area?
The faculty, staff, and students of Princeton University are incredibly generous in sharing their time, talent, and treasure with the local community. Participating in volunteer service and giving opportunities at work enables us to engage in an informed and thoughtful way with organizations and needs in the community where we work and spend many hours of our daytime lives. Volunteering at work alongside your colleagues provides us with a chance to have team-building opportunities that would not otherwise occur in the regular workplace.

Here in the Office of Community and Regional Affairs we say that our best ambassadors in the community are our faculty, staff, and students, so our colleagues doing service work with local organizations is an important part of strengthening town-gown relations.

There are lots of opportunities, how do you pick and choose which ones to pursue?
We find that colleagues from campus will often choose a volunteer opportunity based on the time that they have available. When you are able to match your time and talent with the needs of an organization it often leads to the most positive experience for the volunteer and the best outcome for the organization. We also see that groups from campus will look to volunteer for an organization that is related to an experience or cause that has personally impacted a fellow colleague. Our office and the Pace Center can help to make connections with local organizations and volunteer opportunities.

What is evolving in the community and giving landscape? What are the emerging trends?
We see that our campus partners are increasingly eager to participate in hands-on service opportunities as a group, whether that is a departmentwide event or a group of students from an athletics team or student organization. They want to connect with a cause that matters to them, and they like to see tangible results from the effort that they make. We were excited to see the volunteer opportunities that the Pace Center organized during the recent January Month of Service and the new “Field Guide to Service” that encouraged volunteers from across the campus to incorporate reflection as part of that service experience.

What is your vision for Community and Regional Affairs?
We hope to be a resource for both the campus and for the community. For our campus partners we are pleased to be able to provide connections to local organizations that can benefit from engagement with our talented faculty, staff, and students. For the local community, we are excited when we have a chance to share information with them about the events and programs that are open to the public and can enrich and enliven their lives. We take great pleasure working with students, faculty, staff, and community partners to create and present events such as Communiversity, TruckFest, Holiday Outreach, Business Attire clothing drive, Community and Staff Day, and the campus Farmers’ Market that are enjoyed by all.

For more information visit the Community and Regional Affairs website.
Service Initiatives Across the Campus

This winter has seen the campus buzzing with activity benefiting several local service organizations including the Crisis Ministry, United Way of Greater Mercer County, HomeFront, Children's Home Society, Operation Gratitude, Rescue Mission of Trenton, Mercer Street Friends Food Bank, Mercer County Community College Career Training Institute, Operation Fatherhood of Trenton, Isles, and Glad Dogs Nation. If you would like to be notified of projects like this, send your name and email address to Erin Metro to be added to the Community Volunteer Listserv.

215

Participants in the eighth Annual Tiger Trot for Hunger benefitting the Crisis Ministry.

$300

Funds raised by the Chemical and Biological Engineering bake sale benefitting the United Way.

160

Individual pretzels sold by the Program in Visual Arts to raise money for the United Way Campaign.

PIIRS' staff participated in the Academic Managers Group Thanksgiving Food Drive. They collected about a dozen bags of food and several gift cards.

Jayne Bialkowski, Carole Frantzen, Susan Bindig, and Rachel Golden

Please send feedback to the HR Communiqué editor: celson@princeton.edu
3,633 Pounds of food and toiletries donated by the University community to the Mercer Street Friends Food Bank.

638 Greeting and Thank You cards sent with four signed banners to U.S. troops through Operation Gratitude.

638 Human Resources staff collected diapers, clothing, toys, high chairs, and car seats for local infants through the Children’s Home Society.

179,550 Items of clothing collected by the Rescue Mission of Trenton to beat the Guinness World Records total by 26,000 pieces. University staff contributed to the total through numerous donations.

$417 Funds raised by the Human Resources bake sale benefitting the United Way.

$560 Funds raised by the Facilities bake sale and 50/50 raffle benefitting the United Way.

Laura Cerrito, Evelyn Henry, Renee Wieland, Eileen Tarity, Laura Darrell.

Donna Farago, Jennifer Legaspi, Colleen Murray, Lynn Voigtsberger, and Naida Chipego.

Library staff who sorted, packaged, beribboned, and delivered meals.

Thanksgiving meals packaged and delivered by Library staff to HomeFront of Ewing.
Congratulations to employees who completed New Manager Orientation

Pictured from left to right are
Front row: Lindsay Hanson, University Services; Danielle Alio, Office of Communications; Pamela Patton, Department of Art and Archaeology; Ushma Patel, Office of Communications; Josh Hall, Department of Engineering and Campus Energy.
Back row: Ashley Gorfine, University Services; Hope Caldwell, Office of Audit and Compliance; Carole Frantzen, Princeton Institute for International and Regional Studies; Brian L. Schoenbeck, University Services; Mike Hodges, Office of Corporate and Foundation Relations; Eva Connolly, Facilities Finance and Administrative Services.

Front row: Mayra Ceja, Princeton Entrepreneurship Council; Lilian Tsang, Keller Center for Innovation in Engineering Education; Laura Shaddock, McGraw Center for Teaching and Learning; Debra C. Foster, Office of the Executive Vice President.
Back row: Ed Clayton, Princeton Neuroscience Institute; Laura Carter, University Services; Wesley Markham, Office of the General Counsel; Sushma Mendu, Office of Information Technology; Richard Myers, Office of the Provost.

Not pictured
Sarah Richter, Office of Development.

Management Development Certificate Program

Pictured from left to right are
Front row: Sarah Mullins, Department of Chemistry; Thomas Christopher Farrow, University Library; Elizabeth Patten, Office of Communications; Isela Khouri, Department of Economics; Sena Hill, Department of Art and Archaeology; Fran Corcione, Department of Architecture.
Back row: Jeanne Jackson DeVoe, Princeton Plasma Physics Laboratory; Rebecca Khaitman Heller, Princeton Neuroscience Institute; Paryn A. Wallace, Princeton Neuroscience Institute; Kate Harkness, Princeton Plasma Physics Laboratory; Colleen Murray, Office of Human Resources; Cynthia B. Keith, Facilities; Denise Applewhite, Office of Communications.

Front row: Cindy DiTullio, Office of Development; Eszter Rudy, Department of Mathematics; Montara Tabb, Woodrow Wilson School; Lauren Callahan, Department of Physics.
Back row: Adam Ouellette, Office of Information Technology; Andrew Borders, Department of Athletics; Renee Wieland, Facilities; Alexandra Michaud, School of Engineering and Applied Science; Gerlinde Friedman, Facilities; Alex Karels, Office of the University Architect.

Not pictured
Edward Campos, Facilities; Kathleen Cloys, Office of the Provost; Andy Cofino, LGBT Center; William T. Crow, Department of Mathematics; Laura Darrell, Facilities; Keith Erickson, Princeton Plasma Physics Laboratory; Ishana Gopaul, Princeton Neuroscience Institute; Maria Huber, Princeton Plasma Physics Laboratory; Juli-anne Jensen, Office of Career Services; Kristian Kauker, Office of Information Technology; Lynda Lauria, Princeton Plasma Physics Laboratory; Michael Moran, Facilities; Martha Murdough, Office of Finance and Treasury; Marissa Otero, Office of Information Technology; Jonathan Pastor, University Health Services; Ashante Pickett, Facilities; Jessica Popkin, Princeton University Art Museum; Christopher Roames, Facilities; Cindy G. Rosenfeld, Lewis Center for the Arts; George Roth, Princeton Plasma Physics Laboratory; Andrea C. Rydel, Office of Career Services; Rebecca Tracchi, Facilities.
Congratulations to the following employees who were promoted or transferred to a vacant position or assumed an acting appointment between September 19, 2015, and January 26, 2016 (the effective date and data entry date). If you believe your name should have been included on this list, contact Claire Jacobs Elson at celson@princeton.edu or 8-4131.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Capizzi *</td>
<td>Center for Statistics and Machine Learning</td>
</tr>
<tr>
<td>Jennifer Caputo ‡</td>
<td>Office of Alumni Affairs</td>
</tr>
<tr>
<td>David Carter • †</td>
<td>Department of Psychology</td>
</tr>
<tr>
<td>Pierre Chateau</td>
<td>Building Services, Facilities</td>
</tr>
<tr>
<td>Chaevia Clendinen</td>
<td>The Graduate School</td>
</tr>
<tr>
<td>Elizabeth Colagiuri</td>
<td>Dean of the College</td>
</tr>
<tr>
<td>Ian Cosden</td>
<td>Research Computing, Office of Information Technology</td>
</tr>
<tr>
<td>William Crow *</td>
<td>Department of Mathematics</td>
</tr>
<tr>
<td>Jeanette DeGuire ‡</td>
<td>The Graduate School</td>
</tr>
<tr>
<td>Jamesly Desire</td>
<td>Campus Dining, University Services</td>
</tr>
<tr>
<td>Jared DiMartine ‡</td>
<td>Center for Statistics and Machine Learning</td>
</tr>
<tr>
<td>John Flynn</td>
<td>Office of Human Resources</td>
</tr>
<tr>
<td>Matthew Frawley</td>
<td>Office of Career Services</td>
</tr>
<tr>
<td>Laura Gallagher ‡</td>
<td>Department of Integrative Genomics</td>
</tr>
<tr>
<td>Dennis George</td>
<td>Building Services, Facilities</td>
</tr>
<tr>
<td>Morais Gooden •</td>
<td>Carpenter Shop, Facilities</td>
</tr>
<tr>
<td>Sven Heinicke</td>
<td>Department of Integrative Genomics</td>
</tr>
<tr>
<td>Sarah Jackson</td>
<td>Andlinger Center for Energy and the Environment</td>
</tr>
<tr>
<td>Susan Johansen</td>
<td>Center for Statistics and Machine Learning</td>
</tr>
<tr>
<td>Matthew Kane</td>
<td>Campus Dining, University Services</td>
</tr>
<tr>
<td>Joseph Keane ‡</td>
<td>Office of Research and Project Administration</td>
</tr>
<tr>
<td>Isela Khouri *</td>
<td>Department of Economics</td>
</tr>
<tr>
<td>Catherine Kossou ‡</td>
<td>Dean of the College</td>
</tr>
<tr>
<td>Kaitlin Lutz</td>
<td>School of Engineering and Applied Science</td>
</tr>
<tr>
<td>Rebekah Massengill</td>
<td>Dean of the College</td>
</tr>
<tr>
<td>Matthew Nolan ‡</td>
<td>Research Collections and Preservation Consortium, University Library</td>
</tr>
<tr>
<td>Aaron Ostroff ‡</td>
<td>Department of Athletics</td>
</tr>
<tr>
<td>Anna Lee Pauls ‡</td>
<td>University Library</td>
</tr>
<tr>
<td>April Peters *</td>
<td>Department of African American Studies</td>
</tr>
<tr>
<td>Teri Prewitt</td>
<td>Building Services, Facilities</td>
</tr>
<tr>
<td>Angela Ratliff</td>
<td>Woodrow Wilson School</td>
</tr>
<tr>
<td>Ellen Riscoe</td>
<td>Office of the Provost</td>
</tr>
<tr>
<td>Rondel Robinson</td>
<td>Campus Dining, University Services</td>
</tr>
<tr>
<td>Leslie Rowley ‡</td>
<td>Woodrow Wilson School</td>
</tr>
<tr>
<td>David Santoro</td>
<td>Department of Athletics</td>
</tr>
<tr>
<td>Nancy Sildorff</td>
<td>Finance Administration, Office of Finance and Treasury</td>
</tr>
<tr>
<td>Joanne Smart •</td>
<td>Administrative Information Systems, Office of Information Technology</td>
</tr>
<tr>
<td>Evelyn Spradley ‡</td>
<td>McGraw Center for Teaching and Learning</td>
</tr>
<tr>
<td>Nikitas Tampakis</td>
<td>University Library</td>
</tr>
<tr>
<td>Sterling Tantum •</td>
<td>Carpenter Shop, Facilities</td>
</tr>
<tr>
<td>Christopher Vitale</td>
<td>Support Services, Office of Information Technology</td>
</tr>
<tr>
<td>Edward Walsh</td>
<td>Campus Dining, University Services</td>
</tr>
<tr>
<td>Gang Yao</td>
<td>Campus Dining, University Services</td>
</tr>
</tbody>
</table>

* Participates in HR’s Management Development Certificate Program
\(^\) Graduate of the Excelling at Princeton Program
‡ Participates in the Staff Educational Assistance Plan
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 the Human Resources website. All classes meet at 7 New South unless otherwise noted below.

Coaching Others Toward Improvement
Wednesday, March 30
8:30 a.m.–12:30 p.m.

Enhancing Feedback and Listening Skills
Thursday, April 14
8:30 a.m.–12:30 p.m.

Getting Started as a New Manager
Tuesday, March 22
8:30 a.m.–12:30 p.m.

Legal Aspects of Supervision
Thursday, April 7
9:00 a.m.–1:00 p.m.
Tuesday, May 10
1:00–5:00 p.m.

Managing Effective Interactions
Thursday, April 21
1:00–5:00 p.m.

Networking for Enhanced Collaboration
Wednesday, April 6
9:00 a.m.–noon

Performance Management
Thursday, March 10
8:30 a.m.–12:30 p.m.

Write or Wrong II: Making Good Writing Even Better
Thursday, March 17
9:00 a.m.–noon

The Power and Impact of Unconscious Bias and Micro Messages for Managers
Wednesday, March 9
8:30 a.m.–noon
1:00–4:30 p.m.

Ally Project: Supporting LGBT Students, Staff, and Faculty
Wednesday, March 16
9:00 a.m.–noon
Center for Jewish Life, Wilf Auditorium

Ally Project: Topic TBD
Wednesday, March 16
2:00–4:00 p.m.
Center for Jewish Life, Wilf Auditorium

LUNCHETIME MATINEES

Performance Appraisal
Thursday, March 3
Noon–1:15 p.m.
Wednesday, March 16
Noon–1:15 p.m.

PRINCETON DECONSTRUCTED

Princeton Financials
Tuesday, March 22
Noon–1:00 p.m.
Frist Campus Center MPR

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

Basic Self Defense for Women

Princeton University’s Department of Public Safety has five officers certified as Rape Aggression Defense (R.A.D.) instructors. In partnership with the Sexual Harassment Assault Resource and Education (SHARE) office, they offer a Basic Self Defense for Women course.

The program is offered free of charge to all women over the age of 16 and is practical in nature with attendees learning various techniques to defend themselves should the need arise. The course consists of four three-hour classes beginning at 7:00 p.m. on consecutive Mondays on the Princeton University campus. This spring, classes will be held on March 21, March 28, April 4, and April 11. For questions or to register, email princeton-rad@princeton.edu.