Similar to past years at this time, staff members are fully engaged in various activities as we prepare for Reunions, Class Day, and Commencement. It may be the busiest time of year, and it is a fine example of how Princeton employees, who come from many different offices and job types, work collaboratively in a very well coordinated fashion. Since coming to Princeton, I have marveled at the passion our employees demonstrate for the University, obvious at this time of year and also evidenced by their ongoing commitment and longevity.

At this year’s annual Service Recognition Luncheon, we congratulated five employees—Kristian Kauker, Tammy Knutson, Joseph Montemarano, Cathy Wertz, and Mo Lin Yee—who were awarded the distinguished President’s Achievement Award. We also congratulated two individuals—Karen Jackson-Weaver and Stacey Weber Jackson—who were selected as Griffin Management Award recipients.

Inside this issue is a lot of information about ongoing programmatic, policy, and benefits changes, which I hope you will read through carefully. On page 3, we update you on the Centralized Accrued Leave Management—or CALM—policy project, which will be operationalized in July as we implement three leave policies and introduce a new absence management tracking tool through HR Self Service. If you have any questions, call us to get the answers.

Lastly, I want to congratulate two individuals, Patricia Santora who was promoted to a benefits administrator position in HR and Zia Bartley who accepted a promotional opportunity as the communications manager at The Graduate School. As these familiar faces assume their new roles, we welcome two new HR assistants, Lori Mitrano at our Front Desk and Kate Harkness with the Client Services Team. They bring much relevant HR experience to Princeton and are quality additions to the HR Team.

I wish you all a restful and enjoyable summer! Remember, I continue to welcome your feedback and I depend on hearing from you!
Opportunities

- The Benefits Committee recently approved two significant changes to same-sex domestic partner health benefits. Following a review of benefits costs and coverage for employees who cover—or wish to cover—same-sex domestic partners on their Princeton health plans and in the interest of creating equity, the University will provide employees who cover a same-sex domestic partner not qualified as a dependent under IRS regulations with a lump sum payment annually to provide an estimated offset to the federal and FICA taxes paid by the employee to cover their same-sex domestic partner. These taxes are not paid by opposite-sex married couples. Also, employees who choose to cover a same-sex domestic partner in the Princeton health plans will be required to provide proof of relationship as permitted by the couple’s resident state. For more details, refer to our website or contact the Benefits Team at 258-3302 or benefits@princeton.edu.

- The Children’s Educational Assistance Plan provides an annual tuition grant of one-half tuition and mandatory educational fees, up to a maximum of $14,450 for the 2012-13 academic year. For more detailed information about eligibility and how to apply for the grant, please visit our website or contact the Benefits Team at 258-3302 or benefits@princeton.edu.

- The University announced changes in early May, effective July 1, 2012, to its homeownership programs, including the Standard Mortgage Program, the Tenancy-in-Common Program, and the Princeton Faculty Residential Purchase Plan. Employees currently eligible were sent a letter of notification. For all faculty and staff who are exploring home financing outside of the University mortgage program, the University will soon be providing information about local banks that have expressed an interest in providing University employees with high quality mortgage-related products and superior customer service. Available products and services will include new mortgages, refinancing opportunities, and customer service tailored to Princeton University faculty and staff. All transactions through participating banks will be based on each banking institution’s terms. For more specific details about homeownership programs and financing options, please refer to the Housing and Real Estate Services website and the Finance and Treasury website.

Planned Move by Princeton Hospital

With the University Medical Center of Princeton at Plainsboro (UMCPP) moving to its new state-of-the-art facility on May 22 on Route 1 in Plainsboro, University and hospital officials have worked closely to ensure continuity of services for students and employees. Employees in need of emergency services will continue to be transported from campus by local ambulance to appropriate area hospitals.

Employees should consult their individual insurance plans for information about coverage of these services. The University will add a TigerTransit shuttle stop on the Forrestal/PPPL route starting June 9. A new New Jersey Transit bus line, which the University is subsidizing with community partners, began service on May 14 to provide direct service to UMCPP from downtown Princeton. For more information, refer to the University’s homepage article.
Policy Updates

As a result of the CALM (Centralized Accrued Leave Management) project, changes to the vacation, sporadic absence, optional holidays, and compelling reason time policies will become effective July 1, 2012. Refer to the February Communiqué article on page 3 to read the Q&As. Also, a new absence tracking tool will become available to all departments on Monday, July 2, 2012. The policy changes cover all non-faculty benefits-eligible staff. Union employees will follow the contract provisions as appropriate, maintenance and service employees will follow their current vacation accrual schedule, and academic professionals (librarians, specialists, researchers) will follow the HR policy with some additional dean of the faculty guidelines.

Departments planning to be ready for initial systems rollout by July 2 must send updated vacation and sick time balances for all employees noted above to HR by June 15. Balances should be projected through June 24, 2012, for biweekly-paid staff and June 30, 2012, for monthly-paid staff.

All affected employees will be able to view their balances in HR Self Services as of July 2, assuming their department has implemented the system. Employees can check with their managers about timing. Time for monthly-paid employees will be entered either by the employee or centrally by the department, depending on the department’s practice. Time for biweekly-paid employees will continue to be entered into the Time Collection System, and balances will be viewable in HR Self Service.

The CALM project is a SUMAR initiative, led by HR with many campus partners. Information about CALM, including project goals, scope, tools, and resources, is available on the CALM website. In addition, training materials will be developed for staff and managers and will be posted as they become available in June.

The University Job Posting Policy, policy 2.2.1, was updated on March 1, 2012. Revisions made include clarifying circumstances that might warrant a posting waiver; delineating conditions when vacancies can be posted internally; and defining roles played by the offices of human resources, dean of the faculty, and provost. For more information, refer to the policy or contact the Staffing Team at 8-3301.

FY2013 Holiday Schedule

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<td>Memorial Day</td>
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Congratulations

We congratulate four individuals who recently became certified to facilitate classes offered through HR’s Learning and Development Core Curriculum and Management Development Certificate Program. They are Kim Jackson, Office of Transportation and Parking; Allison Petito, Office of Finance and Treasury; Nivine Rihawi, Office of Human Resources; and Audry Rosenbloom, Office of Human Resources.
HR Client Contact List
by Department

Our Client Services Team is available to help you respond to or plan for various workplace needs. Our Staffing Team is able to support departments with recruitment activities, including transfer and promotion. Please do not hesitate to contact individuals listed below who work with your department. They also will coordinate other HR resources, including learning and development, compensation, benefits, or systems, as needed.

Departmental lists may change periodically. If your department is not listed or has a name change, please contact HR at 8-3300 or hr@princeton.edu.

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<td>Research, Integrity, and Assurance, Office of</td>
<td>Karen Stathopoulos, Jennifer Klumpp</td>
<td>Pat Pokrocos</td>
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<tr>
<td>Research Project Administration, Office of</td>
<td>Karen Stathopoulos, Jennifer Klumpp</td>
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<tr>
<td>Residential Colleges</td>
<td>Tom Chester, Jasmin Kotwal</td>
<td>Pat Pokrocos</td>
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<tr>
<td>Richardson Auditorium</td>
<td>Rhonda Hospedales, Jaime Kinslow</td>
<td>Marcia Conrad</td>
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<tr>
<td>Slavic Languages and Literatures, Department of</td>
<td>Tom Chester, Jasmin Kotwal</td>
<td>Pat Pokrocos</td>
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<tr>
<td>Society of Fellows in the Liberal Arts</td>
<td>Tom Chester, Jasmin Kotwal</td>
<td>Pat Pokrocos</td>
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<td>Sociology, Department of</td>
<td>Tom Chester, Jasmin Kotwal</td>
<td>Jon Egbert</td>
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<tr>
<td>Spanish and Portuguese Languages and Cultures, Department of</td>
<td>Tom Chester, Jasmin Kotwal</td>
<td>Pat Pokrocos</td>
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<tr>
<td>Study of Women and Gender, Program in</td>
<td>Tom Chester, Jasmin Kotwal</td>
<td>Pat Pokrocos</td>
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<td>Teacher Preparation, Program in</td>
<td>Tom Chester, Jasmin Kotwal</td>
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<td>Technology Licensing and Intellectual Property, Office of</td>
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<td>Theater, Program in</td>
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<td>TigerCard Office</td>
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<td>Undergraduate Financial Aid, Office of</td>
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<td>University League</td>
<td>John Martin, Mary Beth Larkin</td>
<td>Sanya Boyd</td>
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<td>University Scheduling</td>
<td>Rhonda Hospedales, Jaime Kinslow</td>
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<td>University Services</td>
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<td>Vice President and Secretary, Office of</td>
<td>Karen Stathopoulos, Jennifer Klumpp</td>
<td>Marcia Conrad</td>
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<td>Vice President for Campus Life, Office of</td>
<td>Maritza Hall, Nicole González</td>
<td>Jon Egbert</td>
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<td>Visual Arts, Program in</td>
<td>Karen Stathopoulos, Jennifer Klumpp</td>
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<td>Woodrow Wilson School</td>
<td>Tom Chester, Jasmin Kotwal</td>
<td>Jon Egbert</td>
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<tr>
<td>Writing Program, Princeton</td>
<td>Tom Chester, Jasmin Kotwal</td>
<td>Pat Pokrocos</td>
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</table>
2011-12 Service recognition honorees

50 Years
Charles Eyre Greene
Joyce Ann Bell
Edward B. Jenkins
Virginia Theo Lacey
Kenneth Thomas Samuel
Jacqueline Lenore Swain
Donna Vukson

40 Years
Lawrence Nelson Brickhouse
Katharine Treptow Farrell
Kenneth J. Grayson
William M. Hardt
Roger Madden
Christine Elaine McKinley
Rosalia Rivera
Joseph Sferra
Arthur Wise

35 Years
Jayne Blaikowski
Valerie Jean Bosley
Cynthia M. DiTullio
Phulandaye Doobrajh
Linda Coleman Herrick
John Lowe Logan
Thomas William Martine
Mark Lenart Pecaric
Jesus Manuel Ramos Sr.

30 Years
Barbara A. Basel
John Edward Balint
Mary Elizabeth Banfield
Mary Williams Baum
Catherine Laura Beach
Carla A. Benincasa
Arthur W. Brooks
Nancy A. Burnett
Maureen A. Ciambrello
Sabrina Y. Curtis
Ralph H. Forcier III
Christopher R. Frazetta
Thomas E. Geherty III
Gregory Wayne Hammett
Patricia Roman Guglielmi
Gregory Lee Gunn
Gregory Luis Gutierrez
Waverly Louis Green
Patricia Roman Guglielmi
Gregory Wayne Hammett
Anne Hall Hanlon
James E. Hirsch
Tak-San Ho
Philip Jon Howard
Joseph Hock
Thomas Edward Jaccoud
Anita Y. Jones
Cynthia Burrough Kandell
Chris J. Koontz
Cynthia L. Kraner
Cynthia Settimo Maio
Nancy S. MacMillan

25 Years
June Rosalind Balint
Mary Elizabeth Banfield
Mary Williams Baum
Catherine Laura Beach
Carla A. Benincasa
Arthur W. Brooks
Nancy A. Burnett
Maureen A. Ciambrello
Sabrina Y. Curtis
Ralph H. Forcier III
Christopher R. Frazetta
Thomas E. Geherty III
Gregory Wayne Hammett
Patricia Roman Guglielmi
Gregory Lee Gunn
Gregory Luis Gutierrez
Waverly Louis Green
Patricia Roman Guglielmi
Gregory Wayne Hammett
Anne Hall Hanlon
James E. Hirsch
Tak-San Ho
Philip Jon Howard
Joseph Hock
Thomas Edward Jaccoud
Anita Y. Jones
Cynthia Burrough Kandell
Chris J. Koontz
Cynthia Settimo Maio
Nancy S. MacMillan

20 Years
Wayne William Appleton
Denise Jean Applewhite
Glenn Edward Atkinson
Barbara A. Basel
Peter Francis Bell
Timothy K. Bennett
Maria L. Bizarrini
Kathleen E. Blaney
Myra Ann Bolden
Amy Bond
William Patrick Boyle
Garfield A. Brown
Sally J. Buchanan
Amy Carmody
Seema Chatterjee
Krikor K. Chobanian
Marie Angela Cregan
Louise Frey Deis
Claire Jacobs Elson
Pat Howard Emmons
Gary Dwight Eshbaugh
Edward Joseph Ganley
Xiao Juang Georgia Guan
Edward Joseph Ganley
Gary Dwight Eshbaugh
Edward Joseph Ganley
Xiao Juang Georgia Guan
Vinod Kumar Gupta
Rex Pernin Hatfield
Craig Richard Hoppock
William O. Huston Jr.
Chung-Li Kang
Josephine C. Kelly
Anita S. Kline
Sharon Anne Kulik
Lisa Anne Kulik
Shu Ming Liu
Thomas Harry Logan
Nancy S. MacMillan
Antonino Settimo Maio
Albert John Markulec
Gary James Mayer
Barbara Lynn McCormack
Lorrie M. McGough
James E. McCoy
Barbara A. Miller

15 Years
Marcia W. Adelman
Darren J. Alizio
Kirsten M. Arentzen
Joanne M. Ashton
James Martin Barlows
Egland Brumley
Thomas A. Camp
Frances L. Carroll
Daniel Theodore Casey
Kurfakose T. Chacko
Jian-Ping Cong
Stephen Jackson Deleo
Donald L. DeZam
Keith J. Dowers
John L. Furtado
Marva D. Garcia
Nancy Teresa Guthrie
Cynthia Gyenge
Robert E. Harbison
Martin Harriss
Amy S. Hartzells
David W. Howell
Steven Iannacone
Frank J. Indyk Jr.
Darryl L. Johnson
Michelle L. Johnson
Yevgeny Kaganovich
Jeffrey David Kampersal
Michael J. Kervan
Nicola Knipe
James J. Kubinski
Maria T. LaFlura
Thomas Clark Leonard
Theodore H. Lewis III
Elaine G. Mastro
James Patrick McClure
Denise A. Moser
Cynthia Renee Murphy
Donna M. Musial-Manners
Allan Nelson
Laura Waldron O'Brien
Mario R. Oliva
Robert Frank Ortego
Richard S. Pilarski
Michael E. Rea
Ellen Patricia Riscone
Virginia A. Sari
Lorraine Therese Schepis
Don C. Skemer
Randee Ilise Tengi
Johanson Ugalde
Anna Patricia Valente
Kathryn Marie Wagner
Johnette Watts
Susan Marie Winters
Lyon J. Zabsky
Karen E. McGinley
Melissa J. McGinnisI
Karen Mink
Kimberly A. Neres
Ronnie H. Pardo
Elaine Weber Pascu
Jennifer Paslowski
Istvan Pelczer
Dominic M. Rago
Gail E. Reillo
Elaine D. Remillard-Bridges
Louis W. Revy
Karen E. Richter
John F. Ritter
Sandra C. Sussman
Howard Vernon Sutphin
Donna Ellen Tatro
Charles Robert Thompson
Kevin L. Wilkes
Edward Lee
Jennifer L. Altmann
Aimee S. Anastasia
Carolyn M. Arnesen
Jeffrey A. Axelrod
David S. Balitz
Ruby Rochelle Ballard
Ruby Rochelle Ballard
Yolette Barthelemy
Thomas J. Bartus Jr.
Romeo M. Bautista
Andrew Charles Bavier
Patricia M. Bavosot
Clare Baxter
Cecelia Vertucci
Debra Bazarsky
Claycie H. Beavers
Mary King Bechler
Barbara R. Bermel
Farah Bhopli
Michael A. Bino
Clarence Boone Jr.s
Louiolet Bouquet
Sharon R. Bresley
Michael Brew
Ellen Brindle-Clark
Serge Broche
Davina N. Brittingham
Elana Broch
Christopher E. Brock
Iline Brody
Allison J. Brooks
Eslin Brown
Stacey E. Burd
Christopher J.L. Burkmar
James G. Buzgo
Margaret A. Byrne
Mercedes Camacho-Melendez
Bron H. Campbell
Thomas Carom
Matilia Charles
Myriam Charles
Roosevelt Charles
Selmer Cherubin
Dora C.Y. Ching
Karen J. Chinn
Stacey T. Christian
Oscar Chutckan
Maria I. Claros
Dorothy R. Coadley
Donald Cody Jr.
Denise Cox
Donna J. Crafford
Archange Cripe
Kathleen Crown
Jean Fritz Darius
Laura I. Darrell
Maria Lourdes Datuin
O. Michelle DeKryen
Marie Rose Deravils
Pierre Deravil
Maddie Dickerson
William G. Doan
Richard J. Doran
Steven Drake
Linda Marie Dreher
Susan Elias
G. J. Peter Elmer
Keith D. Espisito
Armando Estrada
Charles Exken
Craig Fenlon
Karen Flamard
Steve Gary Flanagan
David C. Flesch
Maria del Carmen Flores-Mills
Rodger G. Fowler
Herman Fugate Jr.
Kendall Funchess
Raphael Garcia
Patricia H. Gensel
Lemoine Georges
Linda L. Geraci
Devaki Bhchalbanda Ginde
Thomas A. Glospie
Antonio Goncalves
Karen M. Gonzalez
Joseph S. Gradl
AnneMarie L. Graver
John S. Green III
William W. Green
Christopher J.L. Burkmar
John G.H. Haney
Joanna Kasia Hertz
Christine Hill
Claudette V. Hosang
Jane M. Hunter
Steven R. Huston
Sara T. Ingraffia
Michael A. Jacobs
Erik D. Johnston
Jean St. Louis Joseph
Helen C. Ju
Frances C. Juhasz
Joseph P. Keane
Mammad A. Khan
Scott C. Lang
Edward Lee
Regina M. Leidy
Betty Leydon
Yulian Lin
Roscoe W. Lofland
David B. Long
Rene Louis
Barbara L. Ludwig
Tai-Loi Ma
Sergey L. Malyshev
Kathleen Locke Mannheimer
Eileen Mansfield
Kristen D. Matsolfsky
Margaret E. L. Matthews
Wilford Mauritius
Jason C. McKfthen
Michael W. McLaren
Barbara J. McLaughlin
Daniel McWesby
Maureen McWhirter
Kebeau J Meneus
Joana Milan
Margaret Moore Miller
Kathryn B. Moncado
Colleen M. Moore
Edyberto Mora
David T. Moraski II
Edith V Murray
Velid Naic
Janet A. Neglia
Marly Kulpattta Nurnhom
Suchart Nurnhom
Gretchan Oberfranc
Jose F. Ochoa
Keiko Ono
Mark J. Orelic
Lisa Anne Owen
Pietro Paccone
Dino C. Palomares
Fernz Pamphile
Elizabeth T. Patten
Daron F Groce
Mary P. Pinney
Josko Plazonic
Anthony Pilsko
Jessica Leigh Potts
Robert L. Purvis
David Radcliff
William J. Radogna
Jose M. Ramirez
Joseph A. Ramutzowski
Jill F. Ray
Bryan E. Reed
Pieter R. Richards
Michael S. Rivera
Michael W. Roberts
Jason T. Robinson
Brian E. Rounavill
Janis Runkle
John W. Sapp
Baru Saul
Lisa M. Schreyer
Darryl Scott
Julia A. Seymore
Shauna N. Shaw
Elvira Theresa Siegel
Eleidis Sierra
Manuel Sierra
Mary E. Singleton
Joanne C. Simondo
Leonard Solack
Edward J. Solek
Leyla O. Spencer
Tod Starliper
RoseMarie Stevenson
Nancy Stout
Sankar Suryanarayan
Judith Ann Swan
William Tansley
Robert F. Tonelli
Trashonda N. Traylor
Evelyn H. Tu
Keith Tuccillos
Salvatore Urso Jr.
Michael A. Valencia
Demetrios D. Vereen
Cecilia Vertucci
Pierre Richard Volcy
Daniel Walker
Velvet White
Jennifer L. Widdis
Chaketa J. Willis
Dianne M. Wolochowicz
Helene E. Wood
Laura M. Wooten
Maria Isabel Yanez
Victor M. Yanez-Sanchez
Jane Y. Zhou
Congratulations... to the employees who completed:

Management Development Certificate Program

Back row from left: Thomas Van Schoik, Building Services, Facilities; Arthur Miller, University Library; Robin Perkins, Building Services, Facilities; James Mattaliano, University Library

Front row from left: N. Ann Walker, Office of Design and Construction, Facilities; ShaKuntala Sanyal, Office of the Dean of the College; Patricia Byrne, Mathey College

Back row from left: Robert DelColle, Program in Theater; Diana Altegoer, Office of Corporate and Foundation Relations; Sandra Stephenson, Office of Research and Project Administration; Annette Tate, Office of the Dean for Research

Front row from left: Charlotte Browning, Finance and Administrative Services, Facilities; Diane Titus, Licensing and Intellectual Property, Office of Technology; Brenda Zanghi, Princeton Institute for the Science and Technology of Materials; Kyle Burkhardt, Office of Research and Project Administration

Back row from left: David VanCamp, Office of Engineering and Construction, Facilities; Jennifer Dugan, Department of Economics; Helen Hardy, Office of Development; Kathleen Varra, Department of French and Italian

Front row from left: Pascale Poussart, Princeton Environmental Institute; Cheryl Mintz, McCarter Theatre; Cynthia Wellmon, Office of Development; Darcy Cotten, Print and Mail Services, University Services

Not pictured: Colleen Conrad, Department of Electrical Engineering; Christopher Dietrich, Office of Information Technology; Stephanie Francis, Office of Payroll; Kevin Graham, Office of Information Technology; Michelle Ingram, Transportation and Parking Services; Jennifer Loessy, Center for African American Studies; Ruth Stevens, Office of Development

New Manager Orientation

Back row from left: Dawn Gruver, Housing and Real Estate Services, Facilities; Els Paine, Council on Science and Technology; Laura Conour, Laboratory Animal Resources; Roberta O’Hara, Office of Development; Steven Runk, Lewis Center for the Arts; Jacqueline Kuhnert, Office of Development; Susan Beale Simonelli, Griswold Center for Economic Policy Studies; Jerry Luz, Dining Services, University Services

Front row from left: Kimberly de los Santos, Pace Center for Civic Engagement; Elizabeth Colagiuri, Office of the Dean of the College; Jacqueline Deitch-Stackhouse, SHARE Office, University Health Services; Karen Chirik, Department of Near Eastern Studies; Stacey Burd, Office of Human Resources; Julie Luster, Office of Audit and Compliance

Back row from left: Kevin Durham, Grounds and Building Maintenance, Facilities; Yariv Amir, Department of Athletics; Alexia Hughes, Art Museum; Christine Hacker, Art Museum; Jordan Tegtmeyer, Office of Finance and Treasury

Front row from left: Dorian Johnson, Housing and Real Estate Services, Facilities; Yoo-Kyeong Kudo, Office of the General Counsel; Anthony Moreale, Print and Mail Services, University Services; James Taylor, TigerCard Office, University Services; Mary Beth Larkin, Office of Human Resources; Nicole González, Office of Human Resources

Not pictured: Jennifer Widdis, Office of the Dean of the Faculty; Kevin Licciardi, Office of the General Counsel
Employees on the move

Congratulations to the following employees who were promoted or transferred to a vacant position or assumed an acting appointment between January 11, 2012, and May 2, 2012. Please note that this list is based on both the effective date and the data entry date of May 2, 2012. If you believe your name should have been included on this list, please contact Claire Jacobs Elson, celson@princeton.edu, 258-4131.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>Zia Bartley</td>
<td>The Graduate School</td>
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<tr>
<td>Christopher Brock</td>
<td>Department of Athletics</td>
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<td>Amy Campbell</td>
<td>University Services</td>
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<tr>
<td>Lisa Linn De Barona</td>
<td>Department of Public Safety</td>
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<tr>
<td>Victorino Del Cid*</td>
<td>Dining Services, University Services</td>
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<td>Odman Jean Denis</td>
<td>Dining Services, University Services</td>
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<tr>
<td>Kristin Dombek</td>
<td>Office of the Dean of the College</td>
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<td>Patricia Doskoczynski</td>
<td>Office of the President</td>
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<td>Bryan Fitzwater</td>
<td>Department of Athletics</td>
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<td>Stephanie Francis~</td>
<td>Payroll, Office of Finance and Treasury</td>
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<td>Gary Glezman</td>
<td>HVAC, Facilities</td>
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<tr>
<td>Fredy Guzman*</td>
<td>Dining Services, University Services</td>
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<tr>
<td>Stanley Johnson*</td>
<td>Dining Services, University Services</td>
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<tr>
<td>Denice Marnien</td>
<td>Payroll, Office of Finance and Treasury</td>
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<td>Ricardo Maya</td>
<td>Dining Services, University Services</td>
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<tr>
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<tr>
<td>Tara McCartney</td>
<td>The Graduate School</td>
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<tr>
<td>Scott McGoldrick</td>
<td>Finance and Administrative Services, Facilities</td>
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<tr>
<td>Brenda Mikeo</td>
<td>Andlinger Center for Energy and the Environment</td>
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<tr>
<td>Suchart Numhom^</td>
<td>Dining Services, University Services</td>
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<td>Nola Shephard</td>
<td>Dining Services, University Services</td>
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<tr>
<td>Ushma Patel</td>
<td>Office of Communications</td>
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<tr>
<td>Robin Perkins~</td>
<td>Building Services, Facilities</td>
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<tr>
<td>Paul Perone</td>
<td>Paint Shop, Facilities</td>
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<tr>
<td>Patricia Santora</td>
<td>Office of Human Resources</td>
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<td>Joseph Schoeneck</td>
<td>University Library</td>
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<td>James Spinelli</td>
<td>Facilities</td>
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<tr>
<td>Omelan Stryzak</td>
<td>Department of Physics</td>
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<tr>
<td>Yvener Thelusmat</td>
<td>Dining Services, University Services</td>
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<tr>
<td>Beate Witzler</td>
<td>Princeton Institute for International and Regional Studies</td>
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<tr>
<td>Elizabeth Smolinski</td>
<td>Operations and Planning, Office of Information Technology</td>
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<tr>
<td>Frederick Knott</td>
<td>Facilities</td>
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</tbody>
</table>

* Participates in HR’s Management Development Curriculum
• Participates in the Staff Educational Assistance Plan
~Graduate of the Management Development Certificate Program
^Graduate of the Excelling at Princeton Program
Mark your calendar

**From A to Z:**

**HR’S CORE LEARNING CURRICULUM**

Unless noted, advance registration is required at Employee Learning Center. Visit our Web page to read descriptions for the Core Learning Curriculum. All classes meet at 7 New South unless otherwise indicated.

- **Coaching Others Toward Improvement**
  - Wednesday, July 11
  - 12:30–4:30 p.m.
  - Wednesday, August 1
  - 8:30 a.m.–12:30 p.m.

- **Delegating for Results**
  - Wednesday, May 23
  - 1–5 p.m.

- **Embracing Change**
  - Tuesday, August 7
  - 12:30–4:30 p.m.

- **Leveraging Diversity: Challenges and Opportunities**
  - Thursday, June 14
  - 8:30 a.m.–noon
  - Thursday, July 12
  - 8:30 a.m.–noon

- **Leveraging Diversity: Part II**
  - Thursday, June 14
  - 1–4 p.m.
  - Thursday, July 12
  - 1–4 p.m.

- **Making Meetings Work**
  - Wednesday, July 25
  - 8:30 a.m.–12:30 p.m.

- **Managing Effective Interactions**
  - Tuesday, June 26
  - 8:30 a.m.–12:30 p.m.
  - Thursday, August 2
  - 12:30–4:30 p.m.

- **Networking for Enhanced Collaboration**
  - Thursday, August 16
  - 9 a.m.–noon

- **Performance Management**
  - Tuesday, July 31
  - 12:30–4:30 p.m.

- **Team Performance Fundamentals**
  - Thursday, July 19
  - 1–4 p.m.

- **Time Management**
  - Tuesday, July 17
  - 8:30 a.m.–12:30 p.m.

- **Write or Wrong: Improving Written Communication**
  - Thursday, June 28
  - 9 a.m.–noon

- **CAREER DEVELOPMENT CLASSES**
  - **Interview Preparation**
    - Tuesday, July 10
    - 10 a.m.–noon
  - **Resume and Cover Letter Writing**
    - Wednesday, June 27
    - 10 a.m.–noon

- **LUNCHETIME MATINEE SERIES**
  - Registration required. All classes meet at 7 New South.

- **E-mail Etiquette and Excellence: Making it Work for You and Others**
  - Thursday, May 10
  - Noon–1:15 p.m.

**BENEFITS AND WORK LIFE**

- **TIAA-CREF Counseling**
  - By appointment only;
  - call (800) 842-8412
  - Twice weekly—Wednesday at the Frist Campus Center; Thursday in New South, Second Floor Conference Room

- **Vanguard Counseling**
  - By appointment only;
  - call (800) 662-0106, ext. 14500, or online.
  - Twice monthly at various campus locations
  - Contact Elaine Richards, 258-9109, erichards@princeton.edu, for more information or for assistance in scheduling an appointment.

**SUMMER HOURS**

- **Regular Workday Schedule**
  - Monday, June 11 through Friday, August 31
  - 8:30 a.m.–4:30 p.m.

- **Return to Normal Work Schedule**
  - Tuesday, September 4
  - 8:45 a.m.–5 p.m.