From the Vice President

This fall marks the start of the 2014 academic year and President Eisgruber’s time in office. As expected, he has begun to challenge the Princeton community by asking all constituents how our University can make a difference in the world through its teaching and research. In response to this question, I wonder how we—Princeton’s talented and dedicated administrative and support staff—can respond. What is it that we can and should be doing?

In the recently released Report of the Trustee Ad Hoc Committee on Diversity, a Statement on Diversity and Inclusion was included. It says, “Princeton University is a community devoted to excellence in education and scholarship. We believe that only by including people with a broad range of experiences and perspectives are we able to realize our potential—to expand our capacity for teaching and learning, to increase opportunities for innovative research, and to equip students for lives of service and leadership in an increasingly pluralistic society. Thus the goals of excellence and diversity are inextricably linked.” Additionally, President Eisgruber recently told a group of administrative and academic managers that Princeton’s commitment to have a diverse and inclusive community is core to everything that we do because, simply put, if we want to be the best we can be and to accomplish our lofty goals, we have to draw on talent from every sector of society.

That’s a tall order, which I’m pleased to observe has begun to energize the campus. For those who haven’t read the report, you should do so. I also encourage each of us to talk with our managers about how our departments can develop a more inclusive work environment that will foster creative thought, respect for individual differences, opportunities to learn from one another, and achievement and success.

Inside this issue we highlight some new staff initiatives underway that demonstrate our commitment to President Eisgruber’s challenge. On pages 6 and 7, we feature how University Services and Campus Life are beginning to develop customized unit plans in collaboration with HR and the Office of the Provost. We also have an article on page 9 about how our Employee Resource Groups are becoming strategically more involved in sustaining and building a diverse and inclusive campus environment.

Please join me in welcoming our newest HR staff members who bring with them outstanding experience, talents, and skills. They are Shelly Koonce, senior human resources manager; Ivette Martinez-Rivera, assistant to learning and development and to diversity and inclusion; Sandra Tango, senior staffing specialist; and John Weeren, program director of the Princeton Writes program. Please refer to our Staff Directory to learn more about them. I also want to congratulate Mary Beth Larkin who was promoted to senior human resources manager.

I wish you all a successful year as we work together in moving Princeton forward. As always, please remember to send feedback!

Lianne Sullivan-Crowley
Opportunities

- Princeton now offers a new resource for individuals seeking to strengthen their communication skills. The Princeton Writes program offers classes, tutorials, assessments, a helpline, and other forms of online and face-to-face support designed to enhance the quality of non-academic writing, as well as public speaking. Headed by John S. Weeren, formerly President Shirley M. Tilghman's speechwriter, this program is open to all, regardless of their level of experience or role at Princeton. It is based in Dillon Court East. For more information, visit the interactive website or contact John at jweeren@princeton.edu.

- Beginning June 24, 2013, individuals applying for a replacement Social Security card, or a printout of their Social Security Number (SSN), need to provide proof of identity. Individuals must also show documents proving:
  - U.S. Citizenship (if not established in the Social Security Administration’s records) or
  - Current work authorized immigration status/new valid non-work reason.

A list of documents to bring to the Social Security Administration office can be found online.

- Staff are invited to participate with faculty and graduate students at Weight Watchers at Work, sponsored by Healthier Princeton. The first meeting, scheduled weekly on Fridays at 12:15 p.m. at McCosh Health Center G20, is free; membership is $39.95 monthly and includes free eTools and access to meetings in the community. For more information, contact Kathy Wagner at akwagner@princeton.edu or 8-4137 or visit the website.

Temporary Office Staffing Agencies

As part of the Strengthening University Management and Resources (SUMAR) initiative, Purchasing and the Office of Human Resources have finalized contracts with three providers of temporary office staffing: J & J Staffing, SNI Companies, and Office Team. These contracts provide competitive rates and volume-based discounts and reduce risk through the acceptance of University terms and conditions. Both firms utilize electronic time card approval and receive payments electronically to simplify processing. The Office of Human Resources will continue to work with staffing agencies and hiring managers to ensure we can hire the best candidates to fill campus needs. If you need assistance, contact Pat Pokrocos at 8-3393 or patp@princeton.edu.

For more information, refer to the HR website.

National Disability Employment Awareness

October is National Disability Employment Awareness Month (NDEAM). It is intended to raise awareness about disability employment issues. About 12 percent of Americans are classified as disabled, and more than half of them are in their working years. If you have a disability and would like more information about requesting a workplace accommodation, we encourage you to contact HR. Managers who have questions about providing accommodation to qualified candidates for interviews should also contact HR for assistance. For more information, call us at 8-3300.
Policy Information

• The University recently launched a University-wide policy website. It serves as a central repository of University policies that govern a wide range of University activities in support of Princeton’s core teaching and research mission. It replaces the Management Standards Guidebook and is intended as a resource for the community.

• The Casual Employees Policy is being updated and retitled to “Temporary Employee Policy.” Available online, it will include pertinent information about how to categorize, hire and terminate, and track casual hourly, short-term professional, and/or temporary employment agency employees. Revisions include new procedures, forms, communications, and compliance with the Affordable Care Act. Managers who have questions about hiring or terminating temporary employees should contact HR at hr@princeton.edu or 8-3300.

• Effective October 1, 2013, the New Jersey Security and Financial Empowerment Act (“NJ SAFE Act”) requires that employers provide unpaid leave to employees affected by domestic or sexual violence. For employees to be covered, they must be employed for at least 12 months by an employer and have worked a minimum of 1,000 hours during the immediately preceding 12-month period. For more information, refer to the HR website.

• We remind you that the Drug Free Workplace Act prohibits the unlawful use, sale, or manufacture of any controlled substance or of alcohol on University property or while in the conduct of University business away from the campus. For more detailed information, refer to policy 5.1.2 The Drug Free Workplace Act.

• Each of us has a responsibility to maintain a community that is free from discrimination and harassment. The Nondiscrimination/Anti-Harassment Policy and Complaint Procedures; Sexual Misconduct Policy; Respect for Others; and Title IX Grievance Policies and Procedures are campus-wide policies that define prohibited behavior and describe the resources and processes for addressing concerns of discrimination or harassment. If you have questions or wish to discuss concerns related to harassment or discrimination, contact a member of the HR Client Services Team at 258-3300 or the vice provost for institutional equity and diversity, who also serves as the University’s Title IX coordinator and ADA/Section 504 coordinator, at 258-6110.

• The University’s policies, which comply with the New Jersey Conscientious Employee Protection Act, do not tolerate retaliation against an individual for any reason, including using the University’s grievance procedures; reporting or providing information about harassment or unfair treatment; or for participating in any activity, policy, or practice that the individual reasonably believes is in violation of a policy, law, rule, or regulation. For more information, refer to Appendix 9A:1.11 in HR’s policy manual or to University policy Reporting Potentially Illegal Activity.

Princeton University's United Way Campaign

This year’s campaign will run from Monday, November 4, through Friday, December 6. The Volunteer Kick-off Breakfast will take place on October 31, 9:00–10:30 a.m., at the Carl A. Fields Center. If you wish to be a volunteer, contact Jaclyn Immordino at 8-9149 or jaclyni@princeton.edu.

Follow along on the Campaign website.
Benefits Annual Open Enrollment Period

Key Dates for Open Enrollment

Open Enrollment Period: Monday, October 21–Friday, November 15, 2013

Elections become effective January 1, 2014.
All changes must be submitted on or before November 15 online by midnight or by 5:00 p.m. for paper enrollment form submissions. HR assistance is available until 5:00 p.m.

Main Campus Benefits Fair: Monday, November 4, 10:00 a.m. to 2:00 p.m., Frist Campus Center MPR
PPPL Benefits Fair: Wednesday, November 6, 10:00 a.m. to 2:00 p.m., Lyman Spitzer Building

Changes for 2014

Medical

Out-of-Pocket Maximum (OPM)
Beginning January 1, 2014, the Patient Protection and Affordable Care Act (PPACA) will require that copayments be included in the accumulation of spending toward OPM under the Princeton Health Plan (PHP) for both Aetna and UnitedHealthcare. In the past only coinsurance and deductibles accumulated toward the OPM. In order to maintain the overall balance of cost sharing between Princeton and our participants in the PHP, Princeton will be increasing the OPM for in-network services under the PHP.

Durable Medical Equipment
The PPACA is also requiring that essential health benefits be covered without coverage dollar limits. For all of Princeton’s medical plans, we need to remove the $50,000 lifetime limit for Durable Medical Equipment (DME). In order to improve efficiency of spending for DME and to manage healthcare costs, we will limit coverage for DME to in-network only for the Princeton Health Plan (PHP). The Aetna HMO Plan is already limited to in-network only. However, in an instance where there are no in-network providers, this will be considered a “gap in care,” and permission can be given to use an out-of-network provider at the in-network reimbursement level.

Contribution Rates
Contribution rates for the PHP and the J-1 Visa medical plan will increase by 6%. The rates for the Aetna HMO Plan, the MetLife high option PPO dental plan, and the Vision Service Plan (VSP) will each increase by 2%.

Life Insurance
The Basic Life Insurance and Accidental Death and Dismemberment (AD&D) Plan through Prudential will decrease from 1.5 times base salary to 1 times base salary. The maximum coverage amount of $500,000 will remain the same.

Due to this decrease in coverage, employees will have a one-time opportunity during Open Enrollment to elect or increase their Supplemental Life Insurance Plan by .5 times their base salary without Evidence of Insurability (EOI) being required. The maximum level of coverage that can be elected through supplemental life will increase from 6 times to 6.5 times base salary. The maximum coverage amount will remain the same at $1.5 million.

Retirement Savings Plan Auto Enrollment
Effective January 1, 2014, all benefits-eligible employees who are saving less than 2% of pay in the Retirement Savings Plan, and employees who have waived out or who have never participated in the Plan, will be automatically enrolled at 2% of pay. This election will be shown on your HR Self Service enrollment screen. During Open Enrollment, you have the option to increase, decrease, or waive out of this benefit. If you take no action, you will be defaulted into the Plan at the minimum 2% of pay level. New employees will automatically be enrolled at 5% of pay level. You can change your election at any time during the year by contacting the Human Resources Benefits Team.

For more detailed information, refer to the Open Enrollment materials mailed around October 18.
Benefits Information

- On August 29, 2013, the Internal Revenue Service (IRS) provided guidance on the effect of the U.S. Supreme Court’s decision in United States v. Windsor. In Windsor, the Supreme Court struck down the portion of the Defense of Marriage Act (DOMA), which prohibited the federal government from acknowledging marriages between same-sex couples.

For federal tax purposes, same-sex marriages will now be recognized as long as the couples were married under domestic or foreign law. However, the term “same-sex couple” still does not include individuals who entered into a registered domestic partnership or civil union. As of September 1, 2013, Princeton began taking deductions for same-sex spouses and their children on a pretax basis, and you will no longer have to pay federal or FICA taxes on the subsidy provided by this benefit (reported as imputed income) for healthcare coverage. You will also be able to submit flexible spending account claims for your same-sex spouse and your spouse’s children.

- We will be holding the annual Fall Mammography Screening Program during the week of November 4, by appointment only. Eligible female employees, 35 and over, will receive information mailed to campus addresses in late October. The program will be offered again in the spring. For more information, please refer to the HR website or contact Maureen Lampariello at 8-8862 or maureenl@princeton.edu.

My Health Coach
My Health Coach is a benefits program offered in partnership with TrestleTree, an accredited health transformation organization. My Health Coach provides you and your eligible dependents with free confidential assistance to achieve your health goals. By using My Health Coach, you can work with a personal health professional to enhance your well-being. For more information, visit the HR website.

My Medical Expert
My Medical Expert is a benefits program offered in partnership with Best Doctors, a firm recognized for identifying expert physicians to bring best practice medicine to you. My Medical Expert provides you and your eligible dependents the ability to receive personalized medical information from Best Doctors’ network of 53,000 top physicians. This program is confidential and offered at no cost to you. For more information, visit the HR website.

Carebridge
Carebridge Corporation conducts monthly seminars on various faculty and staff assistance and workplace topics. For more information and to register to attend a session, visit the training website at (click Class Offerings and then HR Learning Curriculum) or contact Elaine Richards at erichard@princeton.edu or 8-9109. Walk-ins are welcome.

Isles
Isles provides educational tools to help people manage finances more effectively, repair credit, and prevent foreclosure.
Diversity is an often-heard term these days on campus. It is described by Princeton's Office of Institutional Equity and Diversity as "the similarities and differences of identity and life experience that each of us contribute to a group. Our similarities and differences include our race, ethnicity, age, gender, sexual orientation, religion, national origin, socioeconomic background, and abilities and disabilities, among other qualities. Individual people cannot be diverse, only groups can be diverse."

Diversity contributes to the exchange of perspectives and ideas in our community. President Eisgruber noted, in his Statement on the Trustee Diversity Report, that we “have powerful reasons to care deeply about the diversity of the University community. Only by drawing the best talent from every sector of society can we achieve the...excellence to which we aspire.” And, as he elaborated, “Only by integrating multiple, divergent perspectives into our discussions can we realize a fully vibrant intellectual and residential life.”

Following the release of the Report of the Trustee Ad Hoc Committee on Diversity, the University is becoming engaged in conversations on what it means. In its findings, the committee noted there is no one way to increase diversity at Princeton. Throughout our campus, diversification looks different, which means there will be multiple strategies for achieving a sustainable culture of diversity. As President Eisgruber wrote, “Academic and administrative departments know best how to diversify and sustain high standards of excellence in their own areas. They should be given the freedom and the responsibility to determine how to focus their efforts to achieve maximum impact.”

Responding to President Eisgruber’s direction, the Office of Human Resources and the Office of the Provost developed a strategy for integrating diversity and inclusion into the administrative units of the University. This strategy incorporates an individualized approach that considers five focus areas:

1. Recruiting and the employment brand
2. Managing performance and developing people internally
3. Training and competency building
4. Climate and inclusive culture
5. Engaging leaders and establishing progress measurements
University Services and Campus Life are currently developing their Administrative Unit Diversity Plans. While both are at the beginning stages, individuals involved have interesting observations on the process of developing a unit plan to create a sustained culture of diversity and inclusion on campus.

Kim Jackson from University Services had this to say about the process, “We’ve been asked to think about diversity and inclusion in a new comprehensive way.” During the initial stages of creating the unit plan, University Services evolved its approach to engage more voices across the organization to develop a plan that can adjust to future needs. Mary Lou Ortiz, also from University Services, said, “It helps to think of it as a multi-year process with achievable goals in certain timeframes.” Chris Burkmar from Campus Life explained that while the process is complex, it has been “comforting to have a partnership with Human Resources and the Office of the Provost,” to support them throughout the process.

Both groups agreed that the most important decision in the beginning of developing a unit plan was to identify those individuals to work on the committees. To be able to speak to the experience of the whole unit, it is important to include individuals from all areas and from various demographic backgrounds. One or two people cannot develop the plan alone; a solid plan will be built from group perspectives. This group approach has proven to be a very worthwhile professional development experience for many. Mary Lou was “excited to see staff not usually on committees enthusiastic to participate.” It provides an opportunity for individuals to stretch and grow.

Alison Boden from Campus Life observed, “In light of the Report release, it is great to be a part of a much bigger initiative.” Romy Riddick from Human Resources acknowledged, “The exercise of creating unit plans itself models the inclusive work environment we desire as we seek out a diverse set of voices and consider a range of opinions in order to build and leverage diversity within our community.”

As more units begin to create their diversity plans, the University’s ability to support them will also evolve to be able to identify and provide the most helpful activities, such as recruiting and professional development.
HR’s Friendly Face

Jon Egbert joined the Staffing Team in 2012, bringing invaluable recruiting experience from the financial services, healthcare, and technology industries. As a senior staffing specialist, Jon works closely with his client departments to provide full life cycle recruiting support, ranging from job postings to search planning, sourcing, interviewing, selection, and onboarding. Jon said, “I like to dive in deeper than just the job description by getting to know the culture of the department, the people, and what makes it a unique environment.” He works closely with each hiring manager to identify the position’s core competencies and what success in the role would look like once the new person begins working here. Overall, what Jon enjoys the most is “making an impact I can see and feel by connecting the right talent to departments to fill their jobs.”

Jon tries to be honest and transparent with candidates about the interview process as well as what it’s like to work here. He commented, “I like being an ambassador for HR and the University within Princeton and beyond. I want to help other people see that Princeton is a great place to work.” He often remains in contact with individuals not hired, particularly when they have skills and experience to qualify them for future openings.

Since joining the HR department, Jon has had a positive work experience. He commented, “HR is a very supportive team and the environment is warm and genuine. My colleagues definitely have the best intentions of the staff and faculty in mind.”

When not at work, Jon is studying for his master’s degree in human capital development at LaSalle University. He and his wife Trisha are the proud parents of six-month old daughter Tatum. Jon ran the 2011 Philadelphia marathon and is currently training for a half-marathon in November.

Jon hopes his clients and candidates “feel they could contact him as I have an open line.” Individuals with a staffing-related question can contact Jon at 8-6597 or jegbert@princeton.edu. Read his profile online.

HR Self Service Home Page Redesign

In collaboration with the Office of Information Technology, the Office of Human Resources announces an improved look and feel for the HR Self Service home page. The goal is for Self Service to be an easy to use resource for accessing and updating your personal information. If you have any questions or comments, please contact the Office of Human Resources at hr@princeton.edu.

PeopleSoft HCM and Campus Solutions administrative users have an additional tab visible—Main Menu. To access the new page, select the HR Self Service tab.
University Collaboration for Enhanced Recruitment

Princeton is a network of individuals with great diversity who also share common goals. Princeton’s Employee Resource Groups, better known as ERGs, reflect this network across the campus community. While not new to Princeton, the ERGs have become increasingly more involved in sustaining and building a diverse and inclusive campus environment.

“A Roadmap for ERGs (With HR at the Wheel),” an article written this fall for The Higher Education Workplace, a journal published by the College and University Professional Association for Human Resources (CUPA-HR), describes how Princeton is redefining the need for collaboration with ERGs. Romy Riddick, director of diversity and inclusion, was quoted, “Recruiting is mission critical for our institution. We are now systematically planning ERG involvement in recruiting efforts, which lends valuable support to our recruiters and enables us to represent the diversity of Princeton’s workforce to candidates.”

In developing this initiative, the Staffing Team has been partnering with members of Princeton’s ERGs to provide support and information at various job fairs, which has opened doors to engaging prospective employees on their experience and career goals and what it is like to work here—the most commonly asked question.

Marguerite Vera, of Princetonians of Color (PCN) and the alumni association office, and Satomi Chudasama, of the International Employee Group at Princeton (IEGAP) and the career services office, participated in the New Jersey–Pennsylvania Job Fair sponsored by the United Methodist Church in Washington Crossing, PA. Both women described the experience as very rewarding and relished the opportunity to speak about the campus, its diversity, and the breadth of jobs. They encourage others to participate in similar ways. Satomi noted, “For many employees, this is the first time they are asked to represent the school.”

Marguerite explained that it was “exciting to see the wealth of accomplished people looking for placements” and that “they want to talk about Princeton and working here.” She had conversations about how employees become engaged after they are hired and how they build connections and meaningful relationships with colleagues.

Satomi thought participating in a job fair would be a great exercise from the view of a recruiter, particularly as she is used to preparing students for such events. While she said that she had conversations about career development, she made it a point to discuss the diversity of Princeton’s campus and her feelings around Princeton’s inclusivity—that “it’s about being part of the campus community and culture.”

Marguerite observed, “It helps to realize what you have here when you see the people who want to be here.” This understanding speaks well to the goals of Princeton’s diversity and inclusion initiatives and the realignment of the ERGs. As Romy stated in the aforementioned article, “Through the ERGs, people are developing professional relationships that make them feel even more connected to the University and to colleagues. They feel like they are part of something that reaches beyond themselves and their daily work.”

For the Staffing Team, this initiative is rewarding. Loretta O’Connor, director of staffing, described her goal to “create a culture where everyone sees themselves as responsible for recruiting and retaining talented staff.” The very nature of ERGs as groups—centered around affinity, networking, and being social across our campus—suit this partnership and provide compelling stories about different backgrounds, occupations, and skills. The Staffing Team looks to build on this type of collaboration to disseminate jobs, provide referrals, and explore different opportunities to recruit diverse talent.

For more information about Princeton’s Employee Resource Groups and how you can participate, visit the HR website. To inquire about upcoming job fairs and partnering with the Staffing Team to attend one, contact Naida Chipego at nchipego@princeton.edu or 8-0784. You can find the article A Roadmap for ERGs (With HR at the Wheel) on CUPA-HR’s website.
Congratulations
to employees who completed
Management Development Certificate Program

Pictured from left to right are Front row: Emily C. Lawrence, Department of Politics; Kate Braunstein, Office of Finance and Treasury; Bargavi Tirumalai, Office of Information Technology; Yolanda Sullivan, Council of Humanities; Hilary A. Burke, Finance and Administration, Facilities; Monique D. Joseph, Stanley J. Seeger ’52 Center for Hellenic Studies. Back row: Mary K. Knoblauch, Princeton Neuroscience Institute; Laura Bacon, Woodrow Wilson School; Surabhi Vittal, Office of Finance and Treasury; Bhuvan Shori, Office of the General Counsel; Dawn F. McCall, Finance and Administration, Facilities; Michael MacDonald, Site Protection, Facilities.

Pictured from left to right are Front row: Lori A. Boulware, University Services; Robyn Howard, Office of the Dean of the College; Kristy S. Novak, Department of History; Haslyna A. Johnson, University Health Services; Carol Austin, Princeton Plasma Physics Laboratory. Back row: Greg Billows, Campus Dining, University Services; Michael Heist, University Library; Darrell Miller, Frist Campus Center, University Services; Christopher E. Cane, Princeton Plasma Physics Laboratory.

Not pictured: Danielle Amico, Finance and Administration, Facilities; Jill Arbeiter, Department of Classics; Theresa Autino, Department of Geosciences; Henry R. Baker, Building Services, Facilities; Jennifer Baxmeyer, University Library; Andrew J. Brown, Department of Athletics; Connie A. Brown, Operations Research and Financial Engineering; Rachel Brown, McCarter Theatre; Noreen Ealer, University Library; Melissa Egan, McCarter Theater; Ma. Florevel Fusin-Wischusen, Princeton Institute for Computational Science and Engineering; James D. Gibbon, Office of Development; Natalya Gnyp, Princeton Plasma Physics Laboratory; Brielle B. Hicinbothem, Housing and Real Estate Services, University Services; Rajiv Hota, Corporate and Foundation Relations; Lauren J. Kane, Department of History; Ellen Kellich, Campus Dining, University Services; Emilia LaPenta, McCarter Theatre; Joseph P. Laskow Jr., Department of Engineering and Applied Science; Ticiana Jardim Marini, Woodrow Wilson School; Linda Patel, Civil and Environmental Engineering; Michele C. Ruditis, Office of Development; Richard Szaro, Princeton Plasma Physics Laboratory; Sandra M. Voelcker, Program in Gender and Sexuality Studies; Denise Wagner, McCarter Theatre; Jaime Zamparelli Abramov, Office of Development.
Congratulations to the following employees who were promoted or transferred to a vacant position or assumed an acting appointment between May 9, 2013, and September 23, 2013. This list is based on both the effective date and the data entry date of September 9, 2013. If you believe your name should have been included on this list, please contact Claire Jacobs Elson at celson@princeton.edu or 8-4131.

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<th>NAME</th>
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<td>Anne Caswell Klein</td>
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<td>Douglas Coppola</td>
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<td>Kathleen Crown</td>
<td>Council of the Humanities</td>
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<td>McGraw Center for Teaching and Learning</td>
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<td>Mary Delorenzo *</td>
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<td>Pablo DeBenedetti</td>
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<td>Michael DiLisa †</td>
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<td>David Dunham †</td>
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<td>Stephen Elwood</td>
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<td>Margaret Fox-Tully</td>
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<td>Stephanie Francis *</td>
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<td>Christine Gage *</td>
<td>Department of Integrative Genomics</td>
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<td>Mike Garcia ‡</td>
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<td>Kristina Gonzalez</td>
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<td>Tracy Storey</td>
<td>Office of Development</td>
</tr>
<tr>
<td>Amy Such ‡</td>
<td>Office of Information Technology</td>
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<tr>
<td>Leah Targon ‡</td>
<td>Office of Information Technology</td>
</tr>
<tr>
<td>Keller Taylor</td>
<td>Office of Public Safety</td>
</tr>
<tr>
<td>Keith Tuccillo</td>
<td>Site Protection, Facilities</td>
</tr>
<tr>
<td>Frank Varra</td>
<td>Central Campus Grounds Shop</td>
</tr>
<tr>
<td>Mitchell Vuolo</td>
<td>Campus Dining, University Services</td>
</tr>
<tr>
<td>John Weeren</td>
<td>Office of Human Resources</td>
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<tr>
<td>Katherine Woodside</td>
<td>Office of Finance and Treasury</td>
</tr>
<tr>
<td>Ed Zschau</td>
<td>Keller Center for Innovation in Engineering Education</td>
</tr>
</tbody>
</table>

• 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
**Mark Your Calendar**

with important dates

Advance registration is required on the training website 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 the HR website.

- **Coaching Others Toward Improvement**
  - Wednesday, December 11
  - 8:30 a.m.–12:30 p.m.

- **Communicating With Others**
  - Thursday, November 14
  - 8:30 a.m.–12:30 p.m.

- **Conflict Resolution**
  - Wednesday, October 23
  - 1:00–5:00 p.m.

- **Delegating For Results**
  - Tuesday, November 5
  - 1:00–5:00 p.m.

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

- **Legal Aspects of Supervision**
  - Tuesday, December 10
  - 9:00 a.m.–1:00 p.m.

- **Making Meetings Work**
  - Tuesday, November 12
  - 8:30 a.m.–12:30 p.m.

- **Managing Effective Interactions**
  - Wednesday, October 30
  - 8:30 a.m.–12:30 p.m.

- **Networking for Enhanced Collaborations**
  - Thursday, December 5
  - 9:00 a.m.–noon

- **Performance Management**
  - Tuesday, November 19
  - 1:00–5:00 p.m.
  - Tuesday, December 3
  - 1:00–5:00 p.m.

- **Strength Deployment Inventory**
  - Wednesday, November 20
  - 1:00–5:00 p.m.

- **Write or Wrong: Improving Written Communication**
  - Thursday, November 21
  - 9:00 a.m.–noon

**Diversity and Inclusion**

**Ally Project: Supporting LGBT Students, Faculty, and Staff**

- **Tuesday, October 22**
- 9:00 a.m.–noon
- Frist Campus Center

**Ally Project: Transgender 101**

- **Thursday, October 24**
- 2:00–4:00 p.m.
- Frist Campus Center

**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 Plasma Physics Laboratory**

Deputy Director for Operations at PPPL Adam Cohen

Friday, November 22

**The Student Experience**

Vice President for Campus Life Cynthia Cherrey

Tuesday, December 10

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