In this fall issue, we are featuring two HR initiatives that impact staff across our campus. The first, the 10th anniversary of the Management Development Certificate Program (MDCP), denotes and celebrates our employees’ commitment to learning and development. Since 2006 when it began, more than 745 individuals sought to develop their management skills by enrolling in and completing the program. Under the leadership of our Learning and Development Team, course offerings have expanded to meet new needs and priorities. In addition, the program is built on a community approach to learning, with facilitators and class members sharing their experiences together. Congratulations to all who have completed the MDCP program, to those who are currently enrolled, and to all facilitators for your commitment, time, and passion for learning! I encourage all staff members—long service or recently hired—to register for one of the many classes we offer and to talk with your manager about making the commitment to enroll in and complete the MDCP.

The second HR initiative described in this issue is the launch in January 2017 of our new talent acquisition system. We are very excited about how this comprehensive system will enhance our recruitment activities. Later this fall, HR will announce a schedule of information sessions, which I encourage everyone to attend. We will explain how the system will make it much easier for staff to apply for internal transfer and promotional job opportunities as well as the improved ease for hiring managers to conduct a search. Individuals will be able to register for notifications from the system based on their job interests. Also, accordingly, later this month, we will rebrand our staffing function to be known as talent acquisition.

Within HR, we have been very fortunate to add several new staff members to the HR team. They bring valued experience to Princeton. Please welcome and get to know Phyllicia Johnson, HR generalist (featured on page 9 as the “HR Friendly Face”); Christina “Tina” Cipolla-Venturi, HR assistant; and Eva Menezes, social and multimedia specialist.

I wish you all a rewarding fall semester. Please continue to send me feedback—it’s important that I continue to hear from you!
Opportunities

» This is a good time of year for all faculty and staff to review and update personal information directly in HR Self Service. Alternatively, you can send the Personal Data and Self-Identification Form (PDF) to the Office of Human Resources.

» In HR Self Service, you can access your W-2/W-2c tax forms and sign up for direct deposit. To do so, log in to HR Self Service and go to Payroll. For W-2/W-2c tax forms, navigate to W-2/W-2c Consent, and check the box to consent to receive these forms electronically. You will be able to view your tax form anytime, and print the form as needed. For direct deposit, navigate to Direct Deposit.

» For more information or assistance, contact the Financial Service Center at 8-3080, finance@princeton.edu, or visit 7 New South.

» Individuals who would like to volunteer with the local community and area non-profit organizations can sign up for the volunteer listserv by emailing Erin Metro in the Office of Community and Regional Affairs at emetro@princeton.edu.

» The Office of Human Resources (HR) worked with the Office of Audit and Compliance (OAC) to create an Operational Compliance Matrix. Contact the OAC if your unit is interested in building a compliance matrix, or if you have any questions.

Policy Information

» This is the time of year when staff and their managers should review departmental procedures for essential services needed during emergencies or other conditions. The University will continue to use PTENS as well as the weather emergency hotline at (609) 258-SNOW (7669) to communicate delayed openings, early dismissals, or full closures. For more information, refer to the policy 5.0.4 Essential Services During Emergencies or Other Conditions or the Emergency Management website.

» We encourage all employees to disclose or deny voluntarily and confidentially their protected veteran and/or disability status online in HR Self Service. For more information about this effort, contact Cheri Burgess at clawson@princeton.edu or 8-8504.

» 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 the University policy Reporting Potentially Illegal Activity.

» 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.
Annual Service Recognition Luncheon

Human Resources will host the Annual Service Recognition Luncheon honoring employees who will have attained service milestones in 2016 on March 28, 2017. Invitations and certificates for all honorees and information about gifts for honorees with 25 or more years of service will be mailed to employees in January. If you have any questions about the luncheon, contact Jaclyn Immordino at jaclyni@princeton.edu.

We would also like to congratulate the following individuals from the Princeton Plasma Physics Laboratory* who achieved service milestones in 2015:

**10 Years**
- Michael W. Barowsky, Timothy M. Conwell,

**15 Years**

**20 Years**
- Robert E. Clayton, Jay R. Johnson, Andrea Moten;

**25 Years**
- Virginia Louise Finley, James B. Graham;

**30 Years**
- James E. Benchoff, John Edwin Lawson, David W. Moser, Catherine V. Saville, Brentley C. Stratton;

**35 Years**

**40 Years**
- Jeffrey Charles Bennett, David Wayne Johnson, Kenneth W. Tindall Sr., Sylvester R. Vinson Jr.;

**45 Years**
- Edmond D. McBride.

*Some individuals were inadvertently omitted from the Spring 2016 publication.*

» Each of us has a responsibility to maintain a community that is free from discrimination and harassment. The Policy on Discrimination and/or Harassment; Sex Discrimination and Sexual Misconduct Policy; and Respect for Others are campus-wide policies that define prohibited behavior and describe the resources and processes available for addressing concerns of discrimination or harassment. If you have questions or wish to discuss concerns related to discrimination or harassment, contact a member of the HR Client Services Team at 8-3300 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 8-6110.

» The University’s Sex Discrimination and Sexual Misconduct Policy reinforces our commitment to Title IX and the federal Violence Against Women Reauthorization Act. The policy, available in full in Rights, Rules, Responsibilities, provides information about types of prohibited conduct, how to access resources and/or make a complaint, and investigative and disciplinary procedures. Individuals who have experienced or witnessed an alleged incident of sex discrimination or sexual misconduct have many options, including consultation with a confidential resource and/or filing a complaint (internal and/or criminal complaint). If you have experienced or witnessed an act of sex discrimination or sexual misconduct, contact SHARE (Sexual Harassment/Assault Advising, Resources and Education) at 8-3310 or the University’s Title IX coordinator at 8-6110.

As Princeton University staff members, we all have certain reporting obligations with respect to emergencies, sexual misconduct, and other potentially illegal activity. The training video, Speak Up, It Matters, is intended to help you understand your reporting responsibilities; specifically, it will teach you what to report, how to report, and to whom to report. FAQs are also available to provide supplemental information. In addition, certain University employees have been designated as campus security authorities (CSAs) under the federal Jeanne Clery Act and will receive notice from the Office of General Counsel. All CSAs should review the training video, Report, It’s Your Responsibility, which provides information regarding your reporting obligations as a CSA. If you have questions about the reporting obligations described above, contact Hope Caldwell, Regan Crotty, or Stef Karp. More information can be found on the Sexual Misconduct & Title IX website.
Benefits

» The annual Fall Mammography Screening Program is scheduled during the week of October 17, by appointment only. Eligible female employees, 35 and over, recently received information about the program, which will also be offered in the spring. For more information, refer to the program webpage or contact Maureen Lampariello at maureenl@princeton.edu or 8-8862.

You can now view all upcoming Benefits Events in one place. Visit the Benefits Events webpage for detailed information and links to register.

» In 2017, you will have two new additional healthcare resources to help you manage your family’s healthcare costs—My Health Advocate and My Transparency Tool offered through Castlight on or around March 2017.

My Health Advocate can help you and your family members confidentially navigate the often complex healthcare system. The program provides you, your dependents, parents, and parents-in-law with unlimited access to a Personal Health Advocate (PHA), regardless of whether or not you or your eligible family members are enrolled in a healthcare plan at Princeton. PHAs are typically registered nurses, supported by medical directors and benefits and claims specialists, who can get to the bottom of a wide variety of healthcare and insurance-related issues.

Employees enrolled in a Princeton University healthcare plan will have access to My Transparency Tool offered through Castlight. The Tool will provide an easy way to locate healthcare resources online, with cost and quality data, at no cost to you.

For more information on these and other healthcare resources, refer to the Open Enrollment materials mailed to your home soon.

New Cancer Care Resource

When you are faced with cancer, reliable information and comprehensive care are crucial. The experts at Memorial Sloan Kettering (MSK) are there to help you make the right plan. With MSK Direct, you have direct access to a team of dedicated professionals who specialize in cancer. The team includes experienced nurses, social workers, and MSK Care Advisors who will be there to guide you through the process of getting care at MSK and oversee your experience every step of the way.

The staff at MSK Direct will:
• Offer you a timely and convenient appointment with an appropriate specialist within two business days of speaking with a representative (subject to availability of your medical records, your ability to travel to MSK, clinical considerations, and health insurance coverage for care at MSK)
• Answer your questions, coordinate the services you receive, and help you navigate critical steps throughout your cancer care experience
• Optimize your care experience
• Help you gather necessary medical records before your first appointment
• Introduce you to MSK facilities and the clinical teams that will be handling your care
• Continue to be a resource for you throughout your experience at MSK

Learn more about the program. You can call Princeton University’s dedicated MSK Direct line toll-free at (844) 303-2123, Monday through Friday, 8:30 a.m. to 5:30 p.m. EST. Messages left outside these hours of operation will be returned the next business day.

ELIGIBILITY AND COST

All Princeton University faculty, staff, retirees, and their eligible family members including spouses or domestic partners, children, parents, parents-in-law, and siblings have access to MSK Direct at no additional cost.

Your out-of-pocket costs for the services you receive from MSK will vary depending on the health insurance plan in which you are enrolled. UnitedHealthcare and Aetna participants have access to MSK as an in-network provider. If you are not a member of UnitedHealthcare or Aetna, you will need to contact MSK Direct to verify your health plan’s coverage.
Human Resources wants you to know

Annual Benefits Open Enrollment for 2017

In mid-October, open enrollment packets will be mailed to home addresses or sent digitally to employees who elected to go paperless. Consult these materials or our website for more details on our benefits programs and other changes for 2017. All benefit changes are effective January 1, 2017, unless otherwise noted.

EMPLOYEE CONTRIBUTION CHANGES

Your contribution is the amount that you pay toward the cost of your healthcare benefits through payroll deductions. Contribution rates will increase by 2% for the Princeton Health Plan (PHP), HMO, and J-1 Visa medical plans. The Consumer Directed Health Plan (CDHP) will not have a cost increase in 2017. The rate for the MetLife Basic and High Option Dental Plan will increase by 2%, and there will be no cost increase to the Aetna DMO.

RETIREMENT SAVINGS PLAN AUTO ENROLLMENT

Effective January 1, 2017, all benefits-eligible employees currently contributing 4% of pay into the Retirement Savings Plan will automatically be enrolled at 5% of pay. You can start, stop, increase, or decrease your contributions at any time through the HR Self Service system. If you take no action during Open Enrollment, your contribution will automatically increase.

Medical Plan Changes

COPAYMENT ADDITIONS

Effective January 1, 2017, the Aetna HMO plan will have copayments of $175 for inpatient hospital stays and $75 for outpatient services received in a hospital setting. Outpatient services received at an independent facility will continue to have no copayment.

Dental Plan Changes

TWO-YEAR LOCK-IN

If you elect the MetLife Basic or High Option Dental plan during Open Enrollment, or if you carry over your 2016 enrollment into 2017, your coverage will remain in effect throughout both 2017 and 2018. You will not have the option to change your dental coverage until the 2019 Open Enrollment period unless you experience a qualifying status event. The two-year lock-in period is being implemented as a strategy to help reduce rate increases in future years.

Vision Plan Changes

NEW VENDOR

MetLife Vision will replace VSP as our vision care provider. If you are enrolled in VSP, you will be automatically enrolled under the MetLife Vision Plan for 2017. The MetLife Vision plan design is similar to VSP and the contribution rates will be slightly lower.

MetLife utilizes the VSP Choice network and offers approximately 700 additional retail locations, including America’s Best, Eyeglass World, For Eyes, Fred Meyer, National Vision, Inc., and Nationwide Vision. Costco, Walmart, and Sam’s Club are also in-network with MetLife. For a directory of in-network providers, visit Metlife Vision’s website and choose the MetLife Vision PPO or call (855) MET-EYE1 (638-3931) and ask about Plan MC0011.

All participants will receive a MetLife Vision Plan ID card for use on January 1, 2017.

KEY DATES FOR OPEN ENROLLMENT

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<tr>
<th>Date</th>
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<tr>
<td>October 17</td>
<td>Annual Benefits Open Enrollment for 2017 begins. The online HR Self Service system is available daily from 8:00 a.m. to midnight. HR assistance is available daily between 8:30 a.m. and 5:00 p.m.</td>
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<tr>
<td>October 26</td>
<td>Main Campus Benefits Fair at Frist Campus Center, Multipurpose Rooms A and B, from 10:00 a.m. to 2:00 p.m.</td>
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<tr>
<td>October 27</td>
<td>PPPL Benefits Fair at the Lyman Spitzer Building, 10:00 a.m. to 2:00 p.m.</td>
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<tr>
<td>November 11</td>
<td>Annual Benefits Open Enrollment for 2017 ends. This is the final deadline to make any changes or corrections to 2017 benefits selections.</td>
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<tr>
<td>January 1, 2017</td>
<td>Newly elected benefits become effective.</td>
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</table>
The Now Future of Talent Acquisition at Princeton

Over the past two years, the Office of Human Resources has developed a strategy to transform how we find, recruit, hire, and retain staff. Beginning with an assessment of our staffing practices and the external job market, we developed a vision and multi-year strategy to meet the current and future needs of our managers and internal and external candidates. This strategy is based on our vision to be more strategic, competitive, engaging, and data-driven and is supported through the renaming of Staffing to Talent Acquisition at Princeton.

Support the University in attracting, hiring, and retaining a highly talented, competent, diverse, and engaged administrative staff to fulfill the University’s mission.

The Talent Acquisition System Project, currently underway, will contribute significantly to the success of this goal. This software package, built with industry-leader iCIMS, a New Jersey-based company, includes three modules—Recruit, Onboard, and Connect.

Recruit is the new applicant tracking system. This is where jobs will be posted, candidates will apply, and hiring managers will manage the search process from posting to filled status. It has several great features including hiring manager and recruiter dashboards; dynamic, mobile-enabled technology; and streamlined workflows and integrations that create a better user experience for all.

Onboard provides a seamless experience for new hires in beginning the onboarding process. Through this module, we will be able to create and organize tasks and information that new hires need in one location including forms, policy information, and links to various sites, such as parking and TigerCard.

Lastly, Connect is the module where we will develop and manage our candidate pipeline. It enables candidates and potential candidates to register for notifications based on their job interests. We can also market or communicate to candidates about new postings or University happenings through email as well as pushing content to social media.

For more information contact your department’s talent acquisition specialist, listed on our website. More information will be available shortly on our website.

1 Dean of faculty employees will be hired through a different application system being developed by the Office of the Dean of the Faculty and the Office of Information Technology.

Images provided by iCIMS (www.icims.com)
TALENT ACQUISITION TIMELINE

January 3, 2017  Full system launch

December 1    Stop new postings in current site (Jobs at Princeton)

Mid-November Limited pilot system launch

October—2017 Demos, training, information sessions, and labs

Now—2017 Positive changes to recruiting and hiring processes and roles
Celebrating Ten Years of Management Development

What got us started? The Management Development Certificate Program (MDCP) began in 2006 to provide the Princeton community with a structured, holistic learning experience that targeted the key skills and competencies needed to manage effectively. The program was founded on the key principles of compassionate leadership and treating people with respect and dignity.

In July, we commemorated the MDCP 10-year Anniversary through a week of learning that celebrated the journey and the community approach to learning, which adds to the richness and applicability of our classes by enabling our facilitators and participants to share their experiences.

What have we seen? In her keynote remarks, Professor Sharon Fries-Britt addressed the growth and development she has seen on the campus with diversity and inclusion, particularly the readiness of class audiences in recent years to dive in and start talking about this work. Sharon went on to remind us that this progress is good but more work is ahead by highlighting, "One of Princeton's greatest forms of capital is its human capital and talent. The campus must make every effort to support the continued development and education of faculty, staff, and students to build diversity and inclusion skills."

What has changed? Mo Connolly, director of learning and development, described, "For the most part, skills and competencies have not changed significantly for leaders from 10 years ago to today. However, what has changed is a greater appreciation for individual differences and the emphasis of core personal relationship skills like empathy and core practical skills like agility. These skills are rooted in emotional intelligence, which research has shown to be key for successful and inclusive leadership."

What's next? As Kamara Blackman, career development specialist, explains, "Learning and development is a journey that requires an idea, endurance, and cheerleaders." We are with you on this journey, encouraging you to keep learning, to focus on yourself, and to find continuous ways to develop. We promise to grow with you for the next 10 years and more!

Human Resources' Learning and Development Team

10 Years and 10 Ways to Keep on Learning

Take a new class, lunchtime matinee, or other session
Meet with our Career Development Specialist
Join an Employee Resource Group
Talk to colleagues about classes they have recently attended
Write down your learning experiences or goals

Reflect and consider how to keep your learning sustainable
Ask a trusted colleague for feedback
Practice truly listening
Read! Articles, books, blogs...
Take a chance and talk to someone new

2006
Classes begin in February and the first Graduation takes place in December

2008
Introduction of written communication classes

2009
Introduction of career development classes

2011
Partnership begins with the LGBT Center to offer the Ally Project as an elective

2014
Introduction of the Power and Impact of Unconscious Bias classes

2016
745 graduates and counting!

Human Resources’ Learning and Development Team
Congratulations
to employees who completed
Management Development Certificate Program

Pictured from left to right are
Front row: Meritxell Roca, Department of Politics; Carrie Macon, Office of Human Resources; Heather Evans, Department of Electrical Engineering; Catherine Sterner, Lewis Center for the Arts; Kirsten Brathole, Sponsored Research Accounting, Office of Finance and Treasury; Phebe Dickson, University Library
Back row: Mike McNelly, Building Services, Facilities; Jeanne Heether, Princeton Neuroscience Institute; Robert Staudt, Grounds Administration, Facilities; Theodore H. Lewis Jr., Paint Shop, Facilities; Theresa Craft, Building Services, Facilities; Thomas Ferreira, Building Services, Facilities; Lisa Gratkowski, Princeton University Art Museum; Brian Pinney, Building Services, Facilities; Brian Shaw, Plumbing Shop, Facilities

Not pictured
Emily Aronson, Office of Communications; Brandon Bates, Campus Dining, University Services; Caitlin Brown, Lewis Center for the Arts; Siobhan Chin, Department of Ecology and Evolutionary Biology; Charles Doran, RECAP, University Library; Svetlana Drapkin, Princeton Plasma Physics Laboratory; Jacqueline Kuhnert, Office of Development; David Levkoff, University Library; Ryan Maguire, Office of Communications; Richard Murphy, Paint Shop, Facilities; Bernadette Penick, Campus Dining, University Services; Nora Perrine, Princeton University Investment Company; Lana Thayer, Office of Human Resources; MaryEllen Trapold, The Graduate School; Panina Zaurov, Department of Chemistry

HR’s Friendly Face

Phylicia Johnson is one of our Human Resources generalists who recently joined the Princeton staff. Working with Shelly Koonce, senior HR manager, Phylicia provides support to several academic departments, many of them in the STEM fields. "This support," as she describes, "looks different every day and ranges from policies and procedures to performance management to providing resources to mitigating issues that may arise and refocusing teams back on the mission." Phylicia finds working in HR to be very fulfilling as a way to help others by being a go-to-person for departments in helping strategically.

Phylicia previously worked at the Boeing plant in Charleston, South Carolina. At Boeing, as an HR generalist, she supported 800 employees working across three shifts. Prior to her work at Boeing, she was an employee relations specialist for Barnes and Noble in New York City.

Working at Princeton, Phylicia really enjoys the culture and the richness of tradition on campus as well as the school spirit—"Go Tigers!" She enjoys being able to help others at Princeton while maintaining a balance of her work and personal life. Outside of the office, Phylicia enjoys cooking classes, working out, and traveling. Individuals who need Phylicia’s assistance can contact her at phylicia@princeton.edu or 8-8483.
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 May 11 and September 29, 2016 (both the effective date and the data entry date of September 29, 2016). If you believe your name should be included on this list, contact Claire Jacobs Elson at celson@princeton.edu or 8-4131.

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<th>Name</th>
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<tr>
<td>Sujata Acharya</td>
<td>Campus Dining, University Services</td>
<td>David Evans</td>
<td>Department of Art and Archaeology</td>
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<tr>
<td>Robert Adams †</td>
<td>Department of Public Safety</td>
<td>Regina Finn *</td>
<td>Department of Mathematics</td>
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<td>Rebecca Agus †</td>
<td>Department of Latin American Studies</td>
<td>Stephanie Francis *</td>
<td>Payroll, Office of Finance and Treasury</td>
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<td>Brian Anderson †</td>
<td>Leadership Gifts, Office of Development</td>
<td>John Furtado †</td>
<td>University Health Services</td>
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<td>Alexis Andres</td>
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<td>Brandon Gaines</td>
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<td>Julia Gearhart</td>
<td>Department of Art and Archaeology</td>
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<tr>
<td>Crystal Arrington *</td>
<td>Dean of the College</td>
<td>Devaki Ginde</td>
<td>Enterprise Infrastructure Services, Office of Information Technology</td>
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<tr>
<td>Christiana Augustine</td>
<td>Campus Dining, University Services</td>
<td>Rebecca Graves-Bayazitoglu</td>
<td>McGraw Center for Teaching and Learning</td>
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<tr>
<td>Marlen Ayodele</td>
<td>Department of Integrative Genomics</td>
<td>Katherine Harkness *</td>
<td>Office of Audit and Compliance</td>
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<td>Sylwia Baldyga</td>
<td>University Library</td>
<td>Robin Hauer •</td>
<td>Operations Research and Financial Engineering</td>
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<td>Natasha Bowman</td>
<td>Building Services, Facilities</td>
<td>Jeanne Heether *</td>
<td>Department of Integrative Genomics</td>
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<td>Amy Broomer</td>
<td>Campus Dining, University Services</td>
<td>Sena Hill *</td>
<td>Council of the Humanities</td>
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<td>Lynne Brown</td>
<td>Office of Environmental Health and Safety</td>
<td>Elizabeth Holtz •</td>
<td>Administrative Information Services, Office of Information Technology</td>
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<td>Mary Buckley</td>
<td>Office of Admission</td>
<td>Daphne Ireland *</td>
<td>Information Security Office, Office of Information Technology</td>
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<tr>
<td>Patricia Byrne †</td>
<td>Department of Slavic Languages and Literatures</td>
<td>Everett Jones</td>
<td>Building Services, Facilities</td>
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<td>Jennifer Caputo</td>
<td>Office of Alumni Affairs</td>
<td>Cynthia Kovacs</td>
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<td>Hiram Cartagena</td>
<td>Campus Dining, University Services</td>
<td>Meghan Krause *</td>
<td>Dean of the Graduate School</td>
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<td>Trini Castellanos</td>
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<td>Jaysen LeSage *</td>
<td>Office of the Dean of the College</td>
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<td>Theresa Crotty †</td>
<td>Campus Dining, University Services</td>
<td>Qin Lin</td>
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<tr>
<td>Jennifer Curatola †</td>
<td>Enterprise Infrastructure Services, Office of Information Technology</td>
<td>Chao-Hui Jenny Liu</td>
<td>Program in East Asian Studies</td>
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* Participates in HR’s Management Development Certificate Program
† Participates in the Staff Educational Assistance Plan

Please send feedback to the HR Communiqué editor: celson@princeton.edu
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<td>Antonia Lombardo</td>
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<td>Diana Martin</td>
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<td>Courtney Massari</td>
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<td>Lori Mitrano</td>
<td>Industrial Relations Section</td>
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<td>Michael Morris *</td>
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<td>James Muller</td>
<td>Plumbing Shop, Facilities</td>
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<td>Design and Construction, Facilities</td>
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<td>Elizabeth Samios</td>
<td>Woodrow Wilson School</td>
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<td>Leslie Savage •</td>
<td>Department of French and Italian</td>
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<tr>
<td>Tara Schaufer * †</td>
<td>Information Security Office, Office of Information Technology</td>
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<tr>
<td>Anthony Schulz</td>
<td>School of Engineering and Applied Science</td>
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<td>Jaclyn Schwalm</td>
<td>Residential Colleges</td>
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<td>Mario Silvestri</td>
<td>Support Services, Office of Information Technology</td>
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<tr>
<td>Marie Souffrant</td>
<td>Building Services, Facilities</td>
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<td>Bridget St. Clair</td>
<td>Office of Alumni Affairs</td>
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<tr>
<td>Thomas Stallone</td>
<td>Campus Dining, University Services</td>
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<tr>
<td>Brittany Stanley †</td>
<td>Office of Admission</td>
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<tr>
<td>Robert Staudt *</td>
<td>Grounds Administration, Facilities</td>
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<tr>
<td>Yolanda Sullivan *</td>
<td>Council of the Humanities</td>
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<tr>
<td>Alexey Svyatkovskiy</td>
<td>Princeton Institute for Computational Science and Engineering</td>
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<tr>
<td>David Tricoche • †</td>
<td>Department of Public Safety</td>
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<tr>
<td>Timothy Waldron • †</td>
<td>Princeton Institute for International and Regional Studies</td>
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<tr>
<td>Lisa Walker</td>
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<tr>
<td>Paryn Wallace *</td>
<td>Princeton Neuroscience Institute</td>
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<tr>
<td>Gena Whitney</td>
<td>Department of Chemical and Biological Engineering</td>
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<tr>
<td>Elizabeth Wood</td>
<td>Principal Gifts, Office of Development</td>
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<tr>
<td>Matthew Woodmansee</td>
<td>Finance and Administrative Services, Facilities</td>
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<tr>
<td>Nikki Woolward †</td>
<td>Princeton Institute for International and Regional Studies</td>
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<tr>
<td>Sherry Zhang</td>
<td>Department of Chemical and Biological Engineering</td>
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</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. To read descriptions of courses for the Core Learning Curriculum, visit our website. All classes meet at 7 New South. Ally Project classes meet at Frist Campus Center.

**Coaching Others Toward Improvement**
Thursday, October 27
1:00–5:00 p.m.
Tuesday, November 15
8:30 a.m.–12:30 p.m.

**Embracing Change**
Thursday, November 10
1:00–5:00 p.m.

**Enhancing Feedback & Listening Skills**
Thursday, October 20
8:30 a.m.–12:30 p.m.

**Guiding the Development of Others**
Wednesday, November 16
8:30 a.m.–12:30 p.m.

**Managing Effective Interactions**
Thursday, November 3
8:30 a.m.–12:30 p.m.

**Networking for Enhanced Collaboration**
Tuesday, December 6
9:00 a.m.–noon

**Performance Management**
Thursday, October 13
1:00–5:00 p.m.
Wednesday, November 30
8:30 a.m.–12:30 p.m.

**Write or Wrong: Part II**
Thursday, December 8
9:00 a.m.–noon

**CAREER DEVELOPMENT**

**Career Conversations: A Panel Discussion**
Wednesday, October 19
Noon–1:30 p.m.

**Interview Preparation**
Wednesday, November 9
10:00 a.m.–noon

**Resume and Cover Letter Writing**
Wednesday, October 12
10:00 a.m.–noon

**DIVERSITY AND INCLUSION**

**Ally Project: Supporting LGBT Students, Staff, and Faculty**
Thursday, October 27
9:00 a.m.–noon
Center for Jewish Life

**Ally Project:** Supporting Multiple Identities
Thursday, October 27
2:00–4:00 p.m.
Center for Jewish Life

**Leveraging Diversity: Challenges and Opportunities**
Thursday, November 17
8:30 a.m.–noon

**Leveraging Diversity: Part II**
Thursday, November 17
1:00–4:00 p.m.

**The Power and Impact of Unconscious Bias and Micro Messages for Employees**
Tuesday, December 13
8:30 a.m.–noon
1:00–4:30 p.m.

**The Power and Impact of Unconscious Bias and Micro Messages for Managers**
Tuesday, October 11
8:30 a.m.–noon
1:00–4:30 p.m.

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

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**Council of the Princeton University Community**

Employee involvement contributes to the success of the Council of the Princeton University Community (CPUC), and we encourage all employees to attend and participate in the Council meetings that are held throughout the year. For more information, refer to the [CPUC website](mailto:cpuc@princeton.edu) or contact Ann Halliday at halliday@princeton.edu or 8-3151. Staff members interested in participating on the CPUC in the future should contact Jaclyn Immordino at jaclyni@princeton.edu or 8-9149.

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**Annual United Way Campaign**

The annual United Way Campaign will take place during the month of November. If you are interested in representing your department as a volunteer for 2016, contact Jessica Talarick at jtalaric@princeton.edu. Materials will be distributed this month and more information can be found online.