From the Vice President

This fall there are several important activities and news stories at Princeton that I want to highlight.

On September 5, the much-anticipated Princeton Childcare Center opened its doors in a new state-of-the-art building on Broadmead Street. Offering space for up to 180 infants through preschoolers, the facility is available to University and non-University families, with University families given preference in admission. Interested staff members should read the announcement or visit the University NOW Day Nursery website for more information.

The University celebrated the recent opening of the new Lewis Arts complex last week, which welcomed students earlier this fall. I encourage staff to attend various events throughout the year, which you can learn about on the Center’s website.

I also would like to remind everyone that you are encouraged to submit suggestions online to the Portraiture Nominations Committee for up to 10 portraits that will be commissioned this year to reflect the increasingly diverse Princeton community. According to Executive Vice President Treby Williams, “This is the first time the University has adopted specific criteria and a planned expansion for the collection beyond University officers” since the mid-19th century under President John Maclean. The Committee is one of three new working groups formed by the Campus Iconography Committee and more information about these efforts is available on the University’s website.

Finally, I think all staff members will be inspired by the feature article on pages 6 and 7 in this Communiqué that showcases the beautiful and memorable tribute to staff that alumna Jin Yun Chow ’17 gave in her valedictory speech at Commencement. Please be sure to read it in its entirety on the website.

As I wish you a wonderful AY2018, join me in welcoming seven talented and highly skilled individuals who recently joined the HR team: Marcia Berberian, HR assistant; Alanna Chan, benefits and compensation administrative assistant; Michelle Inverso, budget analyst; Gilda Paul, program manager and regional director of NJ Eastern PA/DE HERC; Helen Lie Gregorio, talent acquisition coordinator; Audrey Mostrowski, HR assistant; and Ashanté Pickett, HR associate.

Have a great fall semester and remember that I continue to welcome your feedback!

Lianne Sullivan-Crowley
Opportunities

» The Office of Human Resources will host the Annual Service Recognition Luncheon on March 16, 2018, honoring employees who will have attained service milestones in 2017. Invitations and certificates for all honorees and information about gifts for honorees with 25 or more years of service will be mailed in January. Nominations for the President’s Achievement Award and for the Donald Griffin ’23 Management Award will open in November. If you have any questions, contact Jaclyn Wollett at jaclyn.wollett@princeton.edu.

» All faculty and staff should review and/or update personal information directly in HR Self Service. Alternatively, you can send the Personal Data and Self-Identification Form available on our website to the Office of Human Resources.

» The TigerCard Office provides notary and passport photo services for current full-time students, faculty, and staff. Visit the TigerCard Office on the A level of New South to have a document notarized at no cost or to obtain United States passport or visa photos for five dollars per pair with your current valid TigerCard. Refer to the TigerCard website.

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

Policy Information

» This is the time of year when staff and their managers should review and/or update departmental procedures for essential services needed during emergencies or other conditions. The University will continue to use PTENS and 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, 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 not 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 Rights, Rules, Responsibilities Section 1.7.3 at or the HR Policies and Regulations.

Religious Holidays

Throughout the year, staff might ask supervisors for permission to take time off to observe religious holidays. The start of the academic year is a good time to remind managers of our policy 3.2.4 Leave for Religious Observances at www.princeton.edu/hr/policies/leaves/3.2/3.2.4, which, according to both federal and state laws as well as University policy, provides reasonable accommodation for employees’ religious observances. Supervisors who have questions about specific requests should contact their senior HR manager. Those who need other information about religious holidays or spiritual support can contact the Office of the Dean of Religious Life at 8-3047 or religiouslife.princeton.edu.
Revise Your Ride: Local Movement, Global Impact

In mid-October, Transportation and Parking Services (TPS) is launching Revise Your Ride, the new program to reduce single occupancy vehicles on campus, which is an important element of the University’s strategic priorities. Revise Your Ride offers enhanced incentives to participate in one of the five TDM programs: bike/walk, car pool, van pool, rail reimbursement, and free NJ Transit bus pass.

For more details, watch for the introductory email coming soon or refer to TPS’s new website.
**Human Resources wants you to know**

**Annual Benefits Open Enrollment for 2018**

Next week, 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 changes approved for 2018. All benefits changes are effective January 1, 2018, unless otherwise noted.

**Healthcare Benefits**

**EMPLOYEE CONTRIBUTION CHANGES**

Your contribution is the amount you pay toward the cost of your healthcare benefits through payroll deductions. Contribution rates will increase by 5% for the Princeton Health Plan (PHP) and J-1 Visa medical plans. The Consumer Directed Health Plan (CDHP) will not have a cost increase in 2018. In addition, the rates for the Aetna DMO and MetLife Dental Plans and the MetLife Vision Plan will not increase.

In 2018, the contribution rates for the HMO plan will be structured into salary tiers. The salary tiers are: $75,000 and under, which will have a 2% increase; $75,001 to $150,000, which will have a 3% increase; and $150,001 and above, with a 5% increase. Having salary tiers in the HMO plan helps to ensure more affordability and is similar to the salary tiers in the PHP that limit the out-of-pocket maximum.

**Retirement Plans**

**ROTH CONTRIBUTION OPTION**

Princeton University is introducing a Roth contribution option in the Retirement Savings Plan offered through TIAA. With the Roth option, your contributions are made after-tax and have the potential to accumulate tax free. Withdrawals after age 59½ are tax-free if the distribution occurs no earlier than five years after contributions were first made. Unlike an individual Roth IRA, the Roth option in the Retirement Savings Plan does not have adjusted gross income limits and the maximums are the same as the pretax limits: $18,000 if under age 50 and $24,000 if over age 50. Assets may be passed along to your beneficiaries tax-free. If you contribute to both the pretax and after-tax options, the contributions are aggregated to determine your maximum contribution. Call TIAA at (800) 842-2276 for any questions.

**Medical Plan Changes**

**TEMENTAL HEALTH**

Telemental Health is included in all our medical plans. It is a convenient option that allows you to video conference with a licensed mental health provider—including psychiatrists, psychologists, and counselors—who can provide both therapy and medication management.

**Conditions commonly treated through Telemental Health**

- Depression
- Bipolar disorder
- Anxiety
- Substance abuse
Visits are covered at the same cost as in-network in-person mental health visits. Individuals enrolled in the PHP or HMO will pay the specialist copay. Individuals enrolled in the CDHP or J-1 Visa Plan will pay the coinsurance after the annual deductible is met.

**Utilizing Preferred Tiered Specialists in the PHP and CDHP**

Aetna and UHC maintain a list of specialist categories with in-network preferred providers. These physicians have demonstrated higher quality and efficiency of patient care. Therefore, the costs are less. Aetna’s preferred providers are listed as Aexcel with a blue star. UnitedHealthcare’s preferred providers are listed as Premium Tier 1.

The Aexcel and Premium Tier 1 provider designations are formally reviewed on a two-year cycle. Therefore, your doctor’s Aexcel or Premium Tier 1 status may have changed. We recommend that you confirm your provider’s status before scheduling an appointment in 2018.

**Coverage Additions and Changes**

**Acupuncture**

We are expanding our medical plan coverage to cover 20 acupuncture visits per calendar year to treat a full range of conditions. Acupuncture is used mainly to relieve discomfort associated with a wide range of diseases and conditions, including pain management for lower back, neck, knee, and postoperative pain; headaches; hypertension; chemotherapy-induced nausea; rheumatoid arthritis; anxiety; and depression.

For the HMO, in-network visits will be covered after a $25 copayment. For the PHP, in-network visits will be covered after a $30 copayment and out-of-network visits will be covered after deductible and coinsurance. For the CDHP and J-1 Visa plans, visits will be covered in or out-of-network after the deductible and coinsurance.

**Physical Therapy**

Under the Aetna HMO plan, the copay for physical therapy visits will be reduced from $25 to $15 per visit. Under the PHP, in-network services will continue to be covered after deductible and coinsurance, and out-of-network coverage will be reduced from 60% to 50%.

**Hi-Tech Radiology**

For hi-tech radiology (MRI, CT, PET, and other scans) there is a significant cost difference between services performed in a hospital setting (average cost of $1,800) versus those provided at an independent facility (average cost of $432).

In 2018, the Aetna HMO plan will have a copayment of $100 for hi-tech radiology services received in a hospital setting; services received at an independent facility will continue to have no copayment. Under the PHP, the deductible and 10% coinsurance will apply to in-network hi-tech radiology services received in a hospital setting; services received at an independent facility will continue to have no copayment.

**My Health Coach: New Incentive Program**

In addition to the Diabetes Management Incentive Program, My Health Coach now offers a Condition Management Incentive Program to help you manage your high blood pressure, high cholesterol, and/or obesity. This program is confidential, voluntary, and offered at no additional cost to eligible employees and their dependents enrolled in a Princeton medical plan. Copayments will be waived for certain prescription drug expenses related to these conditions. An annual allowance of up to $50 for support tools will be provided to those with obesity, unless they are taking a medication eligible for the copayment waiver. To learn more about the Condition Management Incentive Program, including specific requirements, contact TrestleTree at (866) 237-0973.

**Darryl’s Story on YouTube**

Visit our new YouTube channel *Working at Princeton* to view Darryl’s Story. It is a moving and impactful story featuring a fellow Princeton employee, Darryl Johnson, and his successful journey with My Health Coach.

**Benefits Events**

- The annual Fall Mammography Screening Program is scheduled during the week of October 16. 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 our website or contact Maureen Lampariello at maureenl@princeton.edu or 8-8862.

- Visit the Benefits Events page on our website for detailed information about all upcoming Benefits events.
Students' Unsung Heroes: Staff Making an Impact
A Q&A with Jin Yun Chow, the valedictorian of the Class of 2017

In her address at Princeton’s 270th Commencement exercises held on June 6, 2017, Jin Yun Chow, valedictorian of the Class of 2017, thanked and praised several staff members who, over the course of her four years as an undergraduate, left a meaningful impression on her. Chow’s message to her classmates noted the importance of slowing down to recognize individuals she referred to as the “unsung heroes” who had played a “large role” in their lives. She described in detail her “most memorable moment” with Retail Food Service Worker Margaret Campbell that occurred earlier this year. She also praised, thanked, and expressed her gratitude to employees who work in many roles, including café and dining hall staff, construction workers, counselors, janitors, nurses, security guards, and “many, many more.”

Earlier this summer, Assistant Vice President for Human Resources Claire Jacobs Elson interviewed Chow about her address.

Elson: How or when did you decide to make your speech about something other than the graduates?

Chow: I decided this three weeks after I had been informed that I was the class valedictorian. I wanted to say something that mattered, not just clichéd remarks, not what’s already been said or done before. I got close to staff members during the years and wanted to do something different. Staff members played a huge role in my Princeton University experience and so the story came about really naturally.

Elson: How did you draw the connections between staff and yourself?

Chow: During my freshman year, I became close to a security guard while I was training at the Art Museum as a tour guide. Although the guard left Princeton for another job, I kept in touch with her. I realized how much what students experience is helped by staff members we come into contact with. My relationship with that officer sparked my awareness.

Elson: In your speech you said, “If we take the time to get to know each other, we will have friendships we will cherish.” Why was this important enough for you to encourage your peers to slow down and be generous with their time?

Chow: Because as liberal as the Princeton University campus is when we talk about equality, respect, and anti-discrimination, I feel we don’t live up to those ideals in our daily lives or in our various careers. If we don’t slow down, we can become hypocritical. We care about our own interests but we don’t consider what it’s like for others.

Elson: At the end of your speech, you give a call to action: “Learn the names and stories of all those unsung heroes in your life and learn to be more generous with your time.” Do you feel it resonated with your classmates and with your generation?

Watch Jin deliver her speech on Princeton’s Media Central Site or read a full transcript.
Chow: I was pleasantly surprised at how many people reached out to me, people I didn't know, to thank me for reminding them of this at this milestone. I received so many Facebook messages and people started using the phrase “unsung heroes.” Two Hong Kong newspapers featured a profile about me and my speech. A lot of people from high school and grade school who read the articles left a lot of comments that said my message resonated for them. I also received an email from the [Princeton University] public safety department thanking me and even asked for my address to mail me a card.

Elson: You encouraged your classmates during your speech to “slow down” to “take the time to recognize [their] unsung heroes.” You also told them to “make room” in [their] lives for “unscheduled time that allows for . . . spontaneous and unscripted interactions.” Do you feel people driven to achieve and to move on to the next adventure or challenge is a generational characteristic or something that is more universal?

Chow: I feel it is particularly specific at Princeton and especially for me. This is something that I am actively trying to work on. I have been very stingy with my time; I plan every moment of my day, especially during the school year. I feel it has robbed me of opportunities to slow down and meet people to make friends. I know of many opportunities I missed because I planned my time to socialize but had to get an extra reading done first. I would show up late because I had to finish first whatever I was working on. I spoke those words, “slow down,” to motivate myself because by speaking the words in front of hundreds of people, it makes it a real challenge for me. I had hoped it would be something to help me to slow down.

Elson: What message would you like us to share with our staff or future staff about the students who study here?

Chow: I hope your staff members realize that every smile and sincere conversation they have with every student can be the one thing that brings the tiniest joy during a stressful period of time. I want them to know that those interactions can sometimes form the social pillars for that student’s social experience here. And it’s a really beautiful thing. Students and staff don’t realize how important they are to each other. Also, I want to say that this interaction process is a two-way learning opportunity. Princeton staff has so much to offer to students about the lessons of life. If students and staff have a chance to listen and to talk to each other, it can be the start of beautiful friendships.

Elson: Is there anything else you’d like to comment on?

Chow: I want to thank you for hiring such a wonderful, wonderful team!

This fall, Chow entered Stanford University to pursue a Ph.D. in comparative literature where she plans to study digital humanities and European-Chinese literary relations and learn Arabic.
HR’s Friendly Face: Carrie Macon

Carrie Macon is one of our HR assistants who works in the office’s welcome and reception area. In addition to the daily operation of the Front Desk and the greeting of visitors to the HR office, Carrie works closely with the Office of the Dean of the Faculty, the Davis International Center, and most campus departments, assisting new and current regular, visiting, and casual employees with processing their employment eligibility verification (I-9) forms, new hire paperwork, and other various HR forms.

For Carrie, one of her biggest pleasures is being able to meet and help people from all over the world. “A lot of times we’re the first faces that new employees see when they arrive here, and it’s really exciting to be a part of that,” she said, adding that making people feel welcome to Princeton is very important to her. “When I get that ‘thank you for making me feel comfortable,’ or just seeing people smile as they walk out the door after their documents are finished or their I-9s are done, it’s a really good feeling.”

Prior to Princeton, Carrie worked for Voya Financial in Connecticut as a human resources analyst in the talent acquisition department, where she coordinated the onboarding of new employees including orientation, background checks, and training.

Outside of work, Carrie enjoys spending time with friends and family, going out to dinner, and traveling. She loves cities and visits Philadelphia and New York City as often as she can. “Being in-between two of the most beautiful cities is a treat to me.”

If you need Carrie’s assistance, you can contact her at cmacon@princeton.edu or 8-9889.

Connect with “Working at Princeton”

HR launched its social media efforts recently with a “Working at Princeton” handle on Instagram and channel on YouTube. These new outreach networks open opportunities for us to interact with a variety of audiences, including current and prospective staff and community members, to offer them a sneak peek into what it’s like working at Princeton. In addition, our office and the Office of Communications share ownership of Princeton University’s LinkedIn page, so you will see “Working at Princeton” updates there as well.

» Follow “Working at Princeton” on Instagram

» Subscribe to “Working at Princeton” on YouTube

» Visit our Life tab on LinkedIn and be sure to follow the page

Do you know of a great staff member in or outside of your department that you think we should feature? Email us at hrcomm@princeton.edu. Include the employee’s name, department, and role, and tell us why you are recommending that person.

Back-To-School Drive

This fall, Princeton University employees donated 92 backpacks filled with school supplies to the Princeton Human Services Book Bag and School Supplies Drive. The items were distributed to children from low-income families who attend the Princeton Public Schools.

This project was made possible through the generosity of Princeton faculty and staff in partnership with the Office of Community and Regional Affairs, the Office of Finance and Treasury, and University vendor W.B. Mason.

Pictured from left to right are

Front row: Manny Jimenez, W.B. Mason; Erin Metro, Princeton University; Brandon Gaines, Princeton University; Elisa Neira, Princeton Human Services; Jim Robertson ’91, W.B. Mason

Back row: Eric Gervais, W.B. Mason

Photo by DENISE APPLEWHITE
Congratulations
to employees who completed
Excelling at Princeton

2017 Graduates (alphabetical) with President Eisgruber
Lamar C. Allen, Campus Dining; Debra Anderson, Princeton Plasma Physics Laboratory; Calvin Armstrong, Princeton Plasma Physics Laboratory; Shirley Austin, Campus Dining; Briny Bienneza, Building Services; Ernest Brooks, Building Services; Charles Brown, Campus Dining; Vicky Calle, Campus Dining; Jeffrey Coley, Roofer/Tinner Shop; Maribel Colon, Building Services; Alex Coronado, Campus Dining; John Dillon, Building Services; Elma Donis, Building Services; Steven Drake, Plumbing Shop; Evan Hendrick, Electric Shop; Anthony Jeannette Jr., Electric Shop; Craig Keyasko, Electric Shop; Manouchka Lamy, Building Services; Matthew Laney, Library Finance and Administration; Kaniesha Long, Campus Dining; Rene Louis, Building Services; Kayron J. Marino, Campus Dining; Maria Mastroianni, Campus Dining; Pedro Maysonet, Building Services; Chantel McRae, Campus Dining; Shakira I. Merrill, Building Services; Abdellilah Moukkad, Campus Dining; Frank Novak, Paint Shop; Yokasta E. Núñez-Pérez, Campus Dining; Brenda O’Hara, Campus Dining; Mumu Pwee, Campus Dining; Vicente Rivera, Paint Shop; Darline Saint Cyr, Building Services; Ashish J. Shah, Research Collections and Preservation Consortium; Robert Sorensen, Carpenter Shop; Eric Stawicki, Elevator Shop; Valeria Sykes, Campus Dining; Irena Tech-Czarny, Campus Dining; Allison Viola, Paint Shop; Anthony J. Woodroffe, HVAC Shop; Jonathan Yales, Building Services

Management Development Certificate Program

Pictured from left to right are
Seated front row: Christy Govantes, Department of Art and Archaeology; Beth Schupsky, Department of Music; Melissa DiMeglio, Princeton Neuroscience Institute; Vincenza Diubaldi, Office of Audit and Compliance; Camille Sennett, Office of Advancement
Seated back row: Angel Brady, Office of Information Technology; Caroline Sbraga, Office of Advancement; Sarah Kampel, Office of Information Technology; Rebecca Hope, The Graduate School; Jeffrey Zodda, Facilities Finance and Administrative Services

Standing: Catherine Zandonella, Office of the Dean for Research; Laurie Bagley, Princeton Plasma Physics Laboratory; Erin Graham, Office of the President; Marius Koch, Department of Chemistry; Michael Kervan, Frick Laboratory; Mike Olin, Office of Alumni Affairs

Not pictured
Lauren Bressler, Office of Advancement; Albert McCullan, Office of Finance and Treasury; Jennifer Levine, Department of Chemistry; Laura Hahn, Princeton University Art Museum; Catherine Keltz, Office of Finance and Treasury; Veronica White, Princeton University Art Museum; Robert Talarick, Controls Shop; Joanne Smart, Office of Information Technology
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, 2017 (both the effective date and the data entry date of September 29, 2017). If you believe your name should be included on this list, contact Jaclyn Wollett at jaclyn.wollett@princeton.edu or 8-9149.

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<td>Tina Baah</td>
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<td>Society of Fellows in the Liberal Arts</td>
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* Participant in the Management Development Certificate Program
* Graduate of the Management Development Certificate Program
^ Graduate of the Excelling at Princeton Program
‡ Participant 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 at the Employee Learning Center. 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 the Center for Jewish Life.

Building Trust in the Workplace
Wednesday, November 29
8:30 a.m.–12:30 p.m.

Coaching Others Toward Improvement
Tuesday, November 14
1:00–5:00 p.m.

Delegating for Results
Tuesday, December 5
1:00–5:00 p.m.

Legal Aspects of Supervision
Wednesday, November 1
1:00–5:00 p.m.

Making Meetings Work
Thursday, October 19
1:00–5:00 p.m.

Managing Effective Interactions
Tuesday, November 7
8:30 a.m.–12:30 p.m.

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

Performance Management
Thursday, November 30
1:00–5:00 p.m.

Interview Preparation
Wednesday, November 8
10:00 a.m.–noon

DIVERSITY AND INCLUSION

Allied Project: Supporting LGBT Students, Staff and Faculty
Friday, October 27
9:00 a.m.–noon

Allied Project: Supporting Multiple Identities
Friday, October 27
2:00–4:30 p.m.

Leveraging Diversity: Challenges and Opportunities
Thursday, November 9
8:30 a.m.–noon

Leveraging Diversity: Part II
Thursday, November 9
1:00–4:00 p.m.

The Power and Impact of Unconscious Bias and Micro Messages for Employees
Monday, October 23
1:00–4:30 p.m.

The Power and Impact of Unconscious Bias and Micro Messages for Managers
Monday, October 23
8:30 a.m.–noon

CAREER DEVELOPMENT

Career Conversations: A Panel Discussion
Wednesday, October 18
noon–1:30 p.m.

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

Lynda.com

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Melissa Stockwell

The Power of Choice: The Journey a Wounded Warrior took to become an Olympian. Be inspired by her compelling story!

Friday, October 27
9:30–10:30 a.m.
McDonnell Hall A01

For more information and to RSVP (required), visit Eventbrite.

CPUC

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, visit the CPUC website or contact Christine Gage at cgage@princeton.edu or 8-3151.

Princeton Deconstructed

Presentations meet at the Frist Campus Center, noon–1:00 p.m.

Princeton Financials
Vice President for Finance and Treasurer
Carolyn Ainslie
Monday, October 23

The Student Experience
Vice President for Campus Life
W. Rochelle Calhoun
Friday, December 8

Please send feedback to the HR Communiqué editor: jaclyn.wollett@princeton.edu