
AMG NEWSLETTER

Spring 2018

From the editors.....

The spring semester is well under way and everyone is busy with performance appraisals, faculty salary reviews, job searches and preparations for fall 2018. As winter turns to spring, we are reminded of how quickly time passes. We encourage you to take time out of your busy day for a break — take a walk around campus, close your office door to read a few pages of that book you've been hoping to finish or grab a quick cup of coffee with a friend. Taking time for yourself is a way to recharge and approach the day's work with new perspective.

Best wishes for a great second half of the spring semester!

NEXT AMG MEETING

Monday, April 9

12:00 -1:30 pm

Lunch available from 11:30 am

Location: Louis A. Simpson Building
B60

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Princeton NJ 08544

Editors

Nancy Blaustein

Janine Calogero

TEAM BUILDING

by Kathy Applegate



The AMG steering committee and ex-officios recently participated in a team building event with Dining Services. Each team prepared fresh ginger ale, a kale and cabbage salad, vegetable stromboli, seared chicken with white wine and herbs, and a ricotta dessert. It was an amazing opportunity to get to work with colleagues in a different setting, while getting to know them better. You get into teams, roll up your sleeves, and get to work. With limited time and a specific task, you learn to communicate and work together effectively. There was an added unexpected benefit of working with the incredibly skilled and talented chefs on campus. Everyone who attended thought it was an extremely worthwhile event.

ACADEMIC UNIT SYSTEM PROJECT – Q&A

What is the Academic Unit System (AUS) AUS Project?

The new AUS tool will be used primarily by academic managers and other administrative staff in the academic units to support decision-making and planning in such areas as hiring for faculty research projects, assessing the availability of funding for new initiatives, near-term management decisions about funding and positions, and financial projections that combine University and department-based data on commitments and balances. AUS will support faculty funding projections and monitoring, departmental financial planning, and personnel tracking (such as principal investigator detail, lab assignments, honors and awards, and post-graduate placement for students). The tool will replace

redundant, laborious manual effort required to collect, validate, and join data to produce routine and ad hoc reporting, and enable managers to focus more on decision making, and improve communication between academic units and central offices.

Who are the project leaders?

The AUS working group consists of representatives from academic departments (Nancy Blaustein, Els Paine, Jennifer Widdis), OIT (Emily Jeng, Michael Zarillo), the Office of the Provost (Karen Haskin and Rick Myers), and a project manager (Nancy Sildorff), which meets weekly. This project was initiated by the AMG, is sponsored by the Office of the Provost and is advised by an Executive Committee comprised of members from various administrative offices.

What is the status and timeline of the project?

The project team has started into design, with a plan to review and test the design with academic departments in the coming months. Over the next year, the tool will be developed. We will review, test and pilot with academic department representatives throughout the project. We expect to have a tool available and ready for all academic units in about 18 months.

Who have you consulted with to gain knowledge about user needs?

Over the last several months, we've consulted with department and grants managers and reviewed a few systems currently being used (Molecular Biology's ADP and East Asian Studies Humble), and we plan to reach out to other administrators over the coming months to ensure we cover all divisions.

UPCOMING EVENTS

FRIDAY, APRIL 13

Princeton Social Media Day - free, all-day, professional development event for students, faculty, staff and alumni covering TED-style lightning talks from students, faculty, staff and experts; Free professional headshots and social media profile consultations; Professors Julian Zelizer and Sam Wang will record a live episode of their Politics & Polls podcast; Presentations on social media and recruiting, activism, research, teaching, the arts, entrepreneurship, politics & more; Expert advice and tips for personal and professional branding; PrincetaGrammy's awards ceremony recognizing outstanding social media activity on campus

Hosted by the Office of Career Services in collaboration campus partners and co-sponsors including the Office of Communications, Office of Human Resources, Lewis Center for the Arts, Woodrow Wilson School, Princeton Entrepreneurship Council, Keller Center, Princeton Writes and others.

TUESDAY, JUNE 19

AMG Conference – SOUND MIND, SOUND BODY: THE NEW ORANGE AND BLACK – More details to follow soon.

ON THE MOVE

by Janine Calogero



Jessica Mathewson

In February 2018, Sandra Gillette retired as Senior Associate Director, Governance in the Office of the Dean of the Faculty, after 20 years of service. Some might consider her a newbie by Princeton standards, but her knowledge of the University is all encompassing. Before Sandra retired, I asked her to tell us a little bit about the start of her career at the University and her plans for the future. She recalled “I began at Princeton as a “casual hourly” in the Office of the Vice President and Secretary working with Tom Wright and Ann Halliday, and moved to the Office of the Dean of the Faculty

when Joe Taylor was Dean. My time at Princeton has been fabulous – the work has always been challenging and extremely interesting, and everyone with whom I have worked has inspired me. Then there is this beautiful campus which has been a daily treat to the eyes, and the Starbucks located across the street from my office which has been my salvation in the morning. Retirement offers the opportunity to reignite my creative side: quilting will consume a part of each day until my hands give out, and I intend to learn how to work with clay and perhaps watercolors (following in my mother’s tradition). Bike riding each day has been a dream for years! I wish you all the same good experience of career growth and job satisfaction; I will miss all of you.”

As Sandra steps down, we welcome Jessica Mathewson who overlapped with Sandra for a few weeks. Jessica is a lawyer who passed the Bar Exam in New York, New Jersey and Pennsylvania. She’s practiced general commercial litigation and securities litigation and taken on significant pro bono work.

While at the University of Michigan Law School Jessica worked as a TA for the course “Twentieth Century American Wars” and enjoyed the experience immensely. She also stepped in to teach American Government at SUNY-ESF (Environmental Science and Forestry), while the professor who normally taught it was away on leave.

She still volunteers for Princeton (as an alumna) and has been a regional alumni association president and served as an Alumni Schools Committee regional chair; the Committee oversees and conducts the alumni interviews of applicants to Princeton.

Best wishes to Sandra as she begins a new chapter in life’s journey, and to Jessica in her new role in the Office of the Dean of the Faculty.

Jessica can be reached at 609-258-3020 or jmathewson@princeton.edu.



TRANSFERS / NEW HIRES

We wish our colleagues congratulations and best wishes as they transition into new roles.

Kate Braunstein – Department Manager, Chemical & Biological Engineering

Diane Carlino – Associate Director, Andlinger Center for Energy and Environment

Caralyn Schwartz – School Administrator, School of Architecture

Sarah McGovern – Assistant Director, Center for Statistics and Machine Learning

Jennifer Poacelli – Director of Organizational Effectiveness & Communications, Finance & Treasury

Lisa Scalice – Senior Department Manager, Physics

If you have transferred or been promoted, or know of a change that we did not publish, please send along to Nancy (nbarthel@princeton.edu) or Janine (jaloger@exchange.Princeton.EDU).



LEADERSHIP AWARD NOMINATIONS

The AMG Steering Committee is pleased to announce that it is now accepting nominations for the 2018 Leadership Award. All AMG members are eligible to be nominated. The award is given as recognition of the individual's significant influence or demonstrated contributions toward forwarding the goals of the AMG. To nominate an AMG member, please submit a nomination form to Maureen Killeen (mkilleen@princeton.edu) no later than **May 11, 2018**. The awardee will be honored at the Annual AMG conference in June. Further details will be shared soon!

SERVICE RECOGNITION LUNCHEON

The Annual Service Recognition Luncheon will be held in Jadwin Gymnasium on Friday, March 16, 2018, from 12:00 to 1:30 p.m., doors open at 11:30 a.m.



FACULTY SALARY RECOMMENDATIONS

DUE MARCH 19 - Recommendations to the Dean of the Faculty (Full, Associate and Assistant Professors) including summary report of outside professional activities and conflict of interest and commitment.

ANNUAL PERFORMANCE APPRAISALS AND MIP

The annual performance appraisal process is underway and should be completed by early April. If you have any questions about the process, you can reach out to your [Senior HR manager](#).

Merit Increase Process – **due March 23**. More details are available on the HR website.

AMG MINI-CONFERENCE

A poster for an AMG Mini-Conference. The top section is yellow with the text "ACADEMIC MANAGERS' GROUP (AMG) MINI-CONFERENCE". Below this is a dark grey section with the text "LEARNING TO THINK STRATEGICALLY" and "PRESENTER: JULIA SLOAN". To the right of this text is a 2x4 grid of colored squares: the top row has three yellow squares followed by one red square; the bottom row has four yellow squares. The bottom section of the poster is red with white text: "TUESDAY, MARCH 20TH, 2018, 12:00PM - 2:00 PM, 016 ROBERTSON" and "LUNCH WILL BE AVAILABLE. REGISTRATION IS REQUIRED".

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AMG STEERING COMMITTEE 2017-2018

Co-Chairs :	Kathleen Applegate, Jessica O'Leary
Associate Chair and Scheduler:	Nancy Everett
Archivist and Web Coordinator :	Floe Fusin-Wischusen, Barbara Leavey
Corresponding Secretary:	Amanda Kastern
Desktop Systems Council (DESC) & Enterprise Systems Planning Group (ESPG) Representative:	Geoff Gettelfinger
Mentoring Coordinators for New Managers:	Karen Mink, Marion Young
Recording Secretary:	Kate Braunstein
Treasurer:	Jennifer Widdis

EX-OFFICIOS

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Dean of the Faculty:	Tamara Thatcher
Executive Vice President:	Laura Strickler
Human Resources:	Clara Stillwagon
OIT:	Colin Currie
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Provost-International Affairs and Operations:	Claire Ho
Provost-Academic and Budget Planning:	Karen Haskin, Rick Meyers
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