
AMG NEWSLETTER

Volume 1 / Issue 1

WELCOME.....

We are pleased to introduce the inaugural issue of the AMG Newsletter. The aim is to share news about special projects that our colleagues are involved in, reminders of new processes or changes in central administrative offices, announcements of new members, important dates, and general interest articles. Frequency of publication is yet to be determined – this is a pilot to explore need and interest. You are all invited to send news items to the Newsletter Committee. We look forward to hearing from you!

NEXT AMG MEETING

Tuesday, Dec. 5

12:00 -1:30 pm

Lunch available from 11:30 am

Location: Louis A. Simpson Building
B60

Published by the AMG
Princeton University
Princeton NJ 08544

Newsletter Committee:

[Nancy Blaustein](#)

[Janine Calogero](#)

[Baru Saul](#)

AMG LEADERSHIP AWARD 2017

We are pleased to announce that Jennifer Widdis, Department Manager in Mechanical & Aerospace Engineering (MAE) was awarded the AMG Leadership Award for 2017. Jennifer has contributed significantly to the AMG Group with her leadership and involvement in several initiatives and committees. As co-chair of the AMG Research Administration Subcommittee, she spearheaded the successful mentorship program aimed at providing training and networking of grants administrators, and has participated in numerous financial and HR pilot programs, including the Financial Reporting Usability Group and Academic Hiring Application Advisory Committee, consequently contributing to improvements in administrative systems. Colleagues describe Jennifer as a voice of reason, approachable, levelheaded and someone who goes out of her way to help anyone, even when she is extremely busy.



Jennifer Widdis and Cecilia York

“Jennifer has contributed significantly to the AMG Group with her leadership and involvement in several initiatives and committees.”

Jennifer previously worked in the Office of the Dean of Faculty and never hesitates to share her knowledge of the workings of Nassau Hall with colleagues, which is invaluable. She is an inspiration to all, and a joy to work with. Jennifer is a member of the AMG Steering Committee, currently serving as treasurer, and co-chair of the AMG IT Committee.

ADMINISTRATIVE UNIT SYSTEM PROJECT

In spring 2017, the AMG submitted a SAGIT proposal for the exploration of an Administrative Unit System to aid academic units with consolidating data from across the University, and pairing those records with department-created data. Stemming from the innovative work done by the department of East Asian Studies and Molecular Biology, this project seeks to provide a uniform tool or suite of tools to marry enterprise data with department managed data in support of faculty fund projections, fund commitment tracking, department financial planning, and personnel tracking needs. Our goal is to reduce the manual effort and time required to answer routine resources questions.

The project is now in the needs assessment phase, which we will complete by spring 2018. During the needs assessment we will inventory functional requirements, prioritize scope and recommend a direction for the supporting tools. This project is sponsored by three academic managers and the Provost Office, ensuring the solution speaks from the voice of our academic units. We expect to conduct needs assessment review sessions with academic units this winter (Jan/ Feb). If you have any questions about the project please contact Nancy Blaustein, Jennifer Widdis or Els Paine.

NEW MANAGER IN GERMAN

Greetings!



Janine Calogero

As the new manager for the German Department, I'd like to thank all of you for your warm welcome to the Academic Managers Group. Although I have only recently arrived at the department, I have been associated with Princeton University for a while, most recently as the administrative manager for the Office of the Dean of Undergraduates, or as it is more commonly referred to "[ODUS](#)". ODUS is largely known to our students for hosting Lawnparties (yes, it's one word), and Class Day, but it's also home to Outdoor Action, Frist Programming, Campus Club, Student Agencies, and the Committee on Discipline. In addition to managing staff and the operating budget, my responsibilities included updating the annual content of Rights, Rules, Responsibilities and administering the selection process for the Pyne Prize, the highest general distinction awarded each year to a graduating senior.

Prior to ODUS, I worked as a program coordinator at Rutgers University in the Office of the President overseeing their Freshman Seminar Program, and the Office of Fellowships.

On a more personal note, I have four children, and live in Lawrenceville. The house seems to grow ever smaller because my youngest, a very persuasive animal lover, adds one new pet per year. Luckily, she'll be off to college before our home fills completely.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Are you thinking about attending a workshop or conference? Here are a few suggested programs:

[Women's Leadership Success in Higher Education - March 27 - 29, 2018](#)

[EACUBO – AMI – Academic Management Institute \(Cornell – NY – August each year\)](#)

[Assertiveness Skills for Managers & Supervisors – New York, November 29, 2017](#)

If you would like to share a training opportunity with the AMG, please send us details for inclusion in the next issue.



HR SUBCOMMITTEE UPDATE – MANAGER TITLES

In Spring 2017 the Human Resources subcommittee submitted a proposal to the HR Compensation team requesting a review of the titles of academic managers. Specifically, the committee asked Compensation to review (1) department manager titles for external equity, to ensure that titles are consistent with staff at peer institutions performing similar functions and (2) titles of academic managers in centers, programs, institutes and other academic units to ensure internal consistency. The proposal included information gathered by the committee, from peer institutions.

Representatives from the AMG had a preliminary meeting with HR, including the Compensation team, who presented their initial findings and recommendations for revised titles for department managers. It is expected that Compensation will make their final recommendation with regard to new titles for department managers later this Fall, and any change in titles will be communicated to those managers who are affected. The HR subcommittee will request a review of titles in non-department academic units, since that issue has not yet been addressed.



INTERNATIONAL NEWS

The U.S. embassy in Turkey has [announced](#) a temporary suspension of visa services, effective immediately. The suspension is due to a diplomatic dispute between the U.S. and Turkey and only impacts visa processing in Turkey. This is not a general visa suspension directed towards Turkish citizens. At this time, it's unclear how long the suspension will last. You are not impacted by this action if:

- You already hold a valid U.S. visa (e.g., F-1, J-1) when entering or re-entering the U.S.
- You apply for a visa at another U.S. consular post outside of Turkey

International students and scholars who are traveling to Turkey, and have an expired U.S. visa, will need to schedule a U.S. visa appointment in [another country](#) prior to returning. Please consult with a Davis International Center advisor if you have questions about how this announcement impacts you.

THANKSGIVING HOST FAMILY REQUEST

If you have room at your Thanksgiving table for an international student or scholar, please contact Hanna Hand @ hhand@princeton.edu with your name, address, phone number, email address and the number of students/scholars you are able to host, **by Monday, November 6.**



DID YOU KNOW?

There are a few networking groups on campus that may be of interest to your staff:

Events Planners Group – contact Candice Kessel and Patty Lieb at EventPlannersGroup@princeton.edu if you are interested in joining the group.

Administrative & Support Staff Group – contact Monique Joseph at AdminProfessionals@princeton.edu to be added to the listserv.

Princeton Campus Communicators Network group (PCCN) for information or to be added to the listserv email PCCN@princeton.edu. Financial Reporting – your financial reports have changed. Training is offered for both Academic and Administrative Departments to provide an overview of what's new & different in the reports. Dates, times, and locations, as well as registration for all Information Sessions are available in the [Employee Learning Center](#). **NEXT SESSION: NOVEMBER 9.**

REMINDERS

NEW TRAVEL AGENCY

The Office of Finance and Treasury is pleased to share important information about the enhanced service offerings from our new travel agency partner, World Travel, Inc. The transition to World Travel from the current provider, Carlson Wagonlit Travel (CWT), is anticipated to be complete on Monday, November 6, 2017. Refer to the Office of Finance and Treasury [website](#) for more details.

OPEN ENROLLMENT DEADLINE

[Annual Benefits Open Enrollment](#) for 2018 for faculty and staff ends on Friday, November 10, 2017. All benefits-eligible employees have the opportunity to review and, if necessary, modify benefits choices.

AMG STEERING COMMITTEE 2017-2018

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|---|--------------------------------------|
| 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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| Audit and Compliance: | Hope Caldwell |
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| Executive Vice President: | Laura Strickler |
| Human Resources: | Shelly Koonce |
| OIT: | Bob Stango and Mariann Miller (alternate) |
| ORPA: | Jeffrey Friedland |
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| School of Engineering: | Amy Lewis |
| Woodrow Wilson School: | Todd Bristol |