

Staying Connected with Campus Services



There are just three weeks of work scheduled between Thanksgiving and the extended winter break. With fewer students on campus, it's a great time to dive deeply into our work. Let's stay focused on working together as a team and keeping ourselves and our loved ones safe.



A pre-move office in Thornton

Work United Goes Remote

As many of you know, Work United is a local non-profit organization that provides free and confidential assistance with any



number of professional or personal problems, such as child and elder care, housing, legal issues, taxes, utilities, transportation, etc.

Due to COVID restrictions, Work United's employees are unable to visit campus and are working remotely. Feel free to contact them directly Monday - Friday from 8:30 - 4:30 via text, phone or email.

- Pru Pease: 603-361-3429, Prudence.Pease@graniteuw.org
- Faith Dubois: 603-391-9006, Faith.Dubois@graniteuw.org

Work United is a United Way organization. Help support them by giving to the United Way. The payroll deduction deadline for United Way giving is Dec. 11.

Friendly Reminders

All College employees must watch a training video called **"COVID-19 Prevention: Staying Healthy in a Changing Environment."** Click [here](#) to log in with your Dartmouth NetID and password. Thank you!



Also, all College employees who are working remotely must re-sign and email the telecommuting agreement to [Admin HR Services](#). It can be accessed at [this link](#).

Gift bags with your Lone Pine vest or sweatshirt will be distributed to each Campus Services employee the week of Dec.

14. See next week's newsletter for distribution details.

Getting a Move On

Moving is a daunting task full of decisions on what to keep, what to toss, and how things will be organized in a new space. Imagine doing this 149 times, which is the number of faculty moves being orchestrated by project managers (PM) Jenna Gibbons and Lindsay Walkinshaw. The moves are necessary as Reed Hall comes on-line after a 9-month renovation, and Thornton and Dartmouth Halls are vacated for renovations starting in Dec. and Jan., respectively.

The process to manage this series of moves began with Campus Planner Joanna Whitcomb identifying possible swing spaces for temporary use. Dean of Faculty Sam Levy asked all affected faculty members to complete a survey, indicating their office needs and their willingness to work remotely or share office space. Working from the survey results, Chad Morig, PM for Dartmouth Hall, and Lindsay, PM for Thornton, developed plans for swing space for each faculty member. The complexity of these plans can't be overstated given the randomness of faculty schedules which bring them to campus on certain hours and days each week, varying by academic term. All of this must be considered, particularly when assigning spaces for faculty to share.

With a detailed plan in place, Jenna assumed responsibility for coordinating ~95 moves for Dartmouth Hall. She is in daily contact with individual faculty, managing the myriad logistics. The most stressful aspect Jenna remarked, "is making sure I don't miss anyone. There are a lot of moving parts, and the swing spaces must be move-in ready." Lindsay chimed in to say, "moving day deadlines are like moving plate spinners, making sure everything has a place to go, whether it's to an office space, storage, or someone's home."

Jenna and Lindsay are tackling this challenge with diligence and good humor. "I really enjoy meeting new faculty members; I love hearing their stories," reports Jenna. "Now when I read about them in the news, I understand who they are and what they do. It's exciting to get to know them personally," Lindsay added. Both PM's are quick to give credit to employees in the key shop, custodial services, work control, labor crew, and others in FO&M for responding to last minute requests. This type of complicated work brings out the best in our Campus Services employees.