

Staying Connected with Campus Services



Provost Joe Helble had good news to share during yesterday's [Community Conversation](#). Plans are for classes to be held in-person in the fall with all students required to show proof of being fully vaccinated. Several sports teams also plan to start competing again this spring, although without spectators for now. It's good to start thinking about a return to normalcy. We're getting there!

Get Help from the Admin HR Team

The pandemic has brought some changes to Administrative Human Resources, the Campus Services human resources' service center, located on the lower level of '53 Commons. The team is comprised of Kelly Mousley, David Smallwood and Ann Crookenden (shown left to right here). While the high-volume foot traffic to the office has decreased, the "Admin HR" team is still on campus, providing HR support to the Division in recruitment, hiring, position and department changes, pay and benefits questions, employee relations and more. Manager Kelly Mousley says, "We welcome employees to the office for assistance in completing tasks that need to be done online, such as employment forms, mandatory training, vaccination scheduling, etc. We partner regularly with Work United and the Employee Assistance Program to connect employees with resources to help with challenges they may be experiencing in or outside of work."



Admin HR has taken on several additional responsibilities during the pandemic. Have you ever forgotten to do your Temperature Self-Assessment questionnaire before coming on campus? If so, you or your supervisor have received a prompt and polite email from David Smallwood asking you to complete it. David cross-checks the Kronos time-keeping system with Dartmouth's online Health Screening Report three times each day to ensure employees who are on campus do their TSA check, keeping their co-workers safe and healthy.

Admin HR also helps schedule and monitor COVID testing status for our employees, ensuring everyone is tested as required. Ann Crookenden has played a key role to keep Dining employees safe, as she created and manages the process to monitor compliance with required testing for temporary employees. These important functions help keep us all safe and allow work to continue relatively normally for all the Campus Services staff on-site.

Congrats for Crucial Training

CONGRATULATIONS to Beth Rosenberger, Dining Services' Registered Dietitian, who was awarded *Master Trainer of the Month* by MenuTrinfo and recognized for her "outstanding commitment to food allergy education and training."



Dining Director Jon Plodzick describes, "MenuTrinfo is a national company that provides training programs for healthcare, institutional and K-12 programs on food safety and food allergies. Beth is certified by them to provide their AllerTrain program on food allergies, intolerances, and celiac disease. Participants take a course she provides and then an exam for certification. Certification is good for 3 years and recognized by the Academy of Nutrition & Dietetics, and the American Culinary Federation.

The program Beth teaches the staff could literally prevent a student from serious medical conditions and even death due to food handling errors."



Friendly Reminders

Don't forget to pick up your Spring Gift box! These are being given by our division's leadership team to thank you for your daily efforts to take care of the campus and the Dartmouth community. Complete the [TSA screening](#), and locate your box as follows:

- McKenzie 1st floor for FO&M, Res Ops, Project Mgmt Services, Campus Planning, and Campus Services Ops employees
- Dining employees: check with your supervisor
- Gift boxes for all other employees are in your individual offices.

EVP Rick Mills is restarting the Town Hall meetings, with the first meeting scheduled for Wed., April 21 at noon. [Zoom](#) in to watch the meeting which features conversations with CFO Mike Wagner and interim Athletics Director Peter Roby '79. See you then!