

CP&F NEWS



Dear CP&F,

I am pleased to share this spring edition of CP&F News that showcases our community. This issue includes information from the Dining, Conference Center, and Finance teams, as well as highlights some of CP&F's staff and efforts over the past few months. In the coming weeks, we also plan share the FY23 Accomplishments that outline our achievements as a department over the last year.

I look forward to seeing everyone at the upcoming All-Staff Meeting on Thursday, May 18 where we will learn about the variety of Services and Systems utilized across CP&F, as well as HR resources and tips for the upcoming evaluation process.

Please join me in welcoming our recently hired colleagues in Campus Services and Facilities:

- Kevin O'Leary, Associate Director of Security & Commuter Services
- Michael Stroud, Facilities Operations Manager (FOM)

My best wishes to everyone for a safe and relaxing summer ahead.

Sincerely,



Stephen M. Maiorisi, AIA
Chief Campus Planning and Facilities Officer

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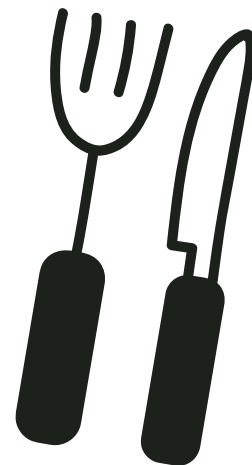
EVENTS

- **CP&F All-Staff Meeting**

Thursday, May 18, 9:00 - 10:30AM

Dining & Catering

Updates from Chris Sottile, General Manager Dining Services



HMS Dining seeing resurgence in Catering on campus and in the Joseph B Martin Conference Center.

The dining team has rewritten our catering menus for both campus and conference center guests for the upcoming year. New menus with updated flavor profiles, menu options, and much more! We're fortunate to continue to grow the catering team to support our clients and guests. **Tristan Fahey** is our new Catering Director along with **Tay Word** as our new Catering Manager, and **Brandon Johnson**, Catering Captain. We're beyond excited to continue to support our community for catering needs!

The cafés feature products from the local areas, and we continue to look for new vendors featuring small businesses. **Trinity Moses** is our new café manager at Elements and Aliquots Café – stop by to say hi!

The dining team is preparing for upgrades to our cafés during the mid to late summer and early fall. Keep your eyes open for announcements around campus.

DIB UPDATES

STAFF DEVELOPMENT CORNER

Resources from DIB Staff & Management Development Subcommittee

Did you know that there are career development trainings available on [LinkedIn Learning](#), formerly [Lynda.com](#), at no cost with your HarvardKey login?

- Sharpen your computer skills – everything from Microsoft Office and SharePoint through Adobe Products and web design
- Improve presentation skills, communication, and email etiquette
- Industry specific trainings, e.g., project management

AND MORE! – All of LinkedIn Learning is available with your HarvardKey login.

INTEREST & ENGAGEMENT SURVEY RESULTS

Thanks to everyone that participated in the recent Interest & Engagement Survey in March. Results have been included as part of the email that shared this newsletter. If you have any questions, are interested in participating in the Oversight Committee, subcommittees, or to support upcoming events, please contact DIB at CPF_DIB@hms.harvard.edu

Conference Center Updates

Updates from Alwyn Thomas, Director of Conference Planning

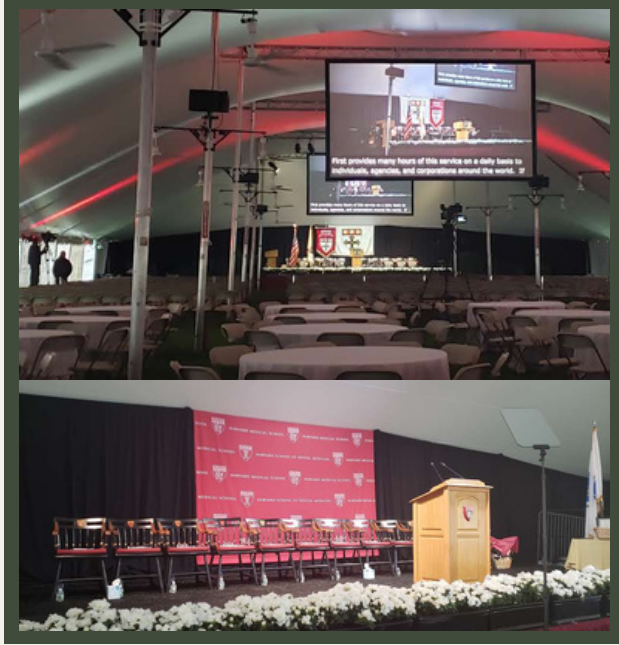
This past March marks the one-year milestone since the conference center reopened. For most of calendar year 2022, we supported internal Harvard events and remained closed to external business. Beginning Fall 2022, we started accepting reservations from our affiliated teaching hospitals and the demand for in-person events has and continues to increase. The conference center team is focused on making upgrades to the audio-visual offering which had remained dormant for the previous 2 years, in order to better serve our clients & their guests -- state of the art AV equipment, support of the hybrid friendly environment, increased power solutions and more are all on the horizon! The driving and supporting force behind this upgrade are our dedicated team of meeting and event managers, many of whom will be new to you.

Kasey Ross is our Senior Conference Planner and will also support Spring/Summer/Fall campus events over on the Quad and on the Countway Plaza. **Jason Greene** is our AV Manager & **Dante Joseph** joined the team on April 18th in the role of Conference Planner to support our increased bookings. The direction in which events have been trending and the speed of return of in-person programming is very encouraging & we look forward continuing to support our community for all their event and catering needs!

STAFF SPOTLIGHT

Devonne Countryman-Monteiro

Devonne Countryman-Monteiro is the Manager of Campus Operations and has been with Harvard Medical School for 12 years. Prior to HMS, Devonne worked as an Operations Manager for UNICCO for 10 years. Her first experience with HMS was as a consultant for Campus Planning & Facilities, then she officially joined the team in 2011.



Devonne has always had an interest in events and currently holds a dual role in Campus Services and Events Management. One of her first major projects as part of the HMS team was coordinating the entire Commencement and White Coat events, starting from scratch! In the years since, Devonne's role has become very versatile - she manages Mail and Receiving while working closely with the events team to navigate the permit labyrinth with the City of Boston for each event.

Devonne really enjoys the variety of her role, noting that each day brings a new challenge and opportunity to learn and solve a new puzzle. Since no day is ever the same, she continually encounters new situations requiring problem-solving and learning or utilizing a different skill.

The Mail & Receiving team is very responsive and collaborative. They are committed to their individual and collective goals and always willing to provide support. While the move from full-time campus hours to the now varied schedules of staff was certainly a challenge, they have been able to quickly establish protocols to successfully accommodate the new hybrid model and its unique service requests. Changes in technology have also been a hurdle within this area in recent years. Converting from a world of analog to digital has been a challenge considering that before this switch over, many of the service associates weren't utilizing that skill set on a daily basis.

Outside of work, Devonne enjoys crafting, traveling and using her event planning expertise to develop itineraries for seeing all the best sights quickly and easily, and spending time with family. Her favorite place to visit has been Barcelona and Cape Verde.



FY23 FISCAL YEAR-END REMINDERS & DEADLINES

Updates from Cassie Bowler, Associate Director of Finance

Thanks to all the communication and work we have done together through the year we are really expecting another nice, smooth year-end! In anticipation of this, we just want to give you a couple reminders and dates you will want to be mindful of over the next 3 months. Kyle, Tracy, and Betty are really going to have their hands full in the next 90 days, so please be patient with them and get them what you can as soon as you can vs last minute. As always, if you have any questions please ask!

- **May**

- **Accounts Payable:** In May, PLEASE double and triple check with your vendors to ensure that you have all invoices that need to be paid. Also, make sure to schedule any work that needs to be done and paid for in FY23 by the end of the month to ensure there is time for invoice payment. Any invoices for goods or services provide by April 30th should be submitted for payment (only May and June should be outstanding by month-end). If you need to see what has been processed at any given point just ask and we can run a report.
- **Commitments / PO's:** All commitments should be reviewed by month-end and closed if they are no longer needed.
- **CAPS, Friday, May 19th:** Project Proposals (PP) and Construction Authorizations (CA) submitted by this date will be processed and Construction in Progress (CIP) activities enabled, where applicable, for FY23. This will include soft closes initiated by a revised CA.
- **PCard and Corporate Cards:** Normal deadlines apply.

- **June**

- **Accounts Payable:** By Friday, June 23rd at noon, submit all FY23 invoices in for payment to Kyle, Tracy, or Betty. The system cutoff is Monday, June 26th at 5:00pm and they need time to process and ask any questions needed. AP will not accept any invoices from June 26th until after the July 4th holiday, so please triple check your desks for any invoices you may have forgotten to get in.
- **Commitments/PO's:** Any standing PO's for FY24 should be submitted by June 5th.
- **CAPS, Friday, June 9th:** Completed Construction Close Requests (CCR) submitted by this date will be processed and CIP activities will be disabled for FY23. CCR balances must be equal and have no future pending charges and no invoices in OFA Mass Additions.

FY23 FISCAL YEAR-END REMINDERS & DEADLINES

Continued

- **June (cont)**

- **Corporate Cards:** Concur reports submitted and fully approved by Friday, June 23rd at 5:00pm will be included in FY23, if no exceptions exist
- **PCard:** Concur Statement reports submitted and fully approved by Friday, June 30th at 5:00pm will be included in FY23, if no exceptions exist.

- **July**

- **Internal Billings ADIs:** The drop-dead date is Wednesday the 5th at 2:00pm. The sooner the better, as always!
- **Invoices:** Any invoices that need to be accrued must be in the system by 2:00pm July 6th so reports can be run and the accrual can be made July 7th.
- **Commitments/Estimates:** Any commitments or estimates that need to be accrued for Goods or Services received by June 30th but not invoiced in time for year-end.
 - Thursday July 6th if at all possible
 - **Thursday July 13th is absolute final deadline**

STAFF UPDATES & MILESTONES

Thank you to all CP&F staff for being an essential part of our continued success. We are grateful that you are part of the team! **Congratulations to Cassie Bowler, who is celebrating 15 years with HMS!**

Campus Planning & Facilities is happy to share the following staff updates:

Facilities

We are excited to welcome to the Facilities team **Michael Stroud** as the new Facilities Operations Manager. Michael will be assuming the Facilities Operations Manager position for the East Quad Buildings.

Jerico Johnston will be assuming the 5th FOM position. This role was created to assist with absences/backup of FOMs assigned to buildings, the anticipated increase in campus projects, on-site communications, and to provide support in administrative areas such as project justifications, service requests scoping, and more.

Campus Services

We are pleased to welcome **Kevin O'Leary** as the Associate Director of Security & Commuter Services.