



INSIDE OXFORD



Founded in 1998, our success is the result of our knowledge of, commitment to, and investment in our local community.

OUR MISSION

Oxford eliminates your work space worries by creating a productive and cared-for environment.

312 S. State Street, Second Floor
Ann Arbor, MI 48104
734.747.6000
www.oxfordcompanies.com



315 E. Eisenhower
Space Available
769-10,000 SF

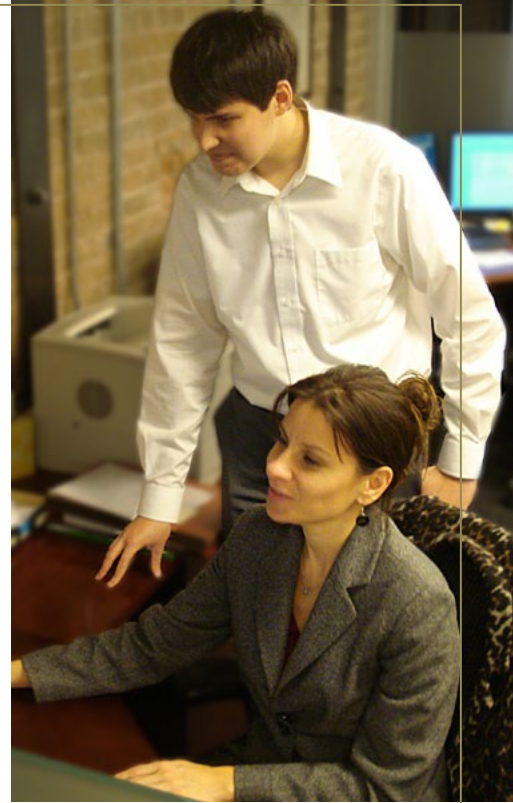
Pictured are Joe Miller and Jessica Carter, Oxford's new Intern and Lease Administrator.

OXFORD WELCOMES NEW FACES

If you're in downtown Ann Arbor this holiday season, be sure to stop by the office at 312 South State and say hello to our new team members! Over the past couple of weeks Oxford has added three new staff members who, after a brief acclimation period, of course, will be fully trained and equipped to deliver outstanding customer service. The new faces are: Jessica Carter, Lease Administrator; Joseph Miller, Intern; and Lynette Wright, Building Engineer.

"We're always excited to add key staff to the Oxford team," says Jeff Hauptman, owner of Oxford Companies. "One of the main points of Jim Collins' *Good to Great* was 'getting the right people on the bus and getting them in the right seats.' To that end, we've utilized the Predictive Index assessment tool to help determine our needs and based on those needs, build a great team. We also introduce our core values early in the hiring process, to ensure the candidate is the right fit culturally."

Not any less critical to our operations are the building maintenance team, of which Lynette Wright is our newest member. You won't find her in the office, though, as Lynette is out in the field most days making sure your locations are working perfectly. One of six highly experienced building engineers, Lynette responds on an "as-needed" basis to building problems and performs routine maintenance and repairs. We are confident you will be as happy as we are to welcome her to the crew.



To help you get to know these smiling faces, we asked them a holiday-themed ice breaker: What is your favorite holiday movie?

Lynette: *Miracle on 34th Street* (the black & white one)

Joe: *Home Alone*

Jessica: *National Lampoon's Christmas Vacation* and *A Christmas Story*

What's yours?

WELCOME NEW TENANTS

SJM of North America
305 East Eisenhower, Suite 110
sjmflex.co.kr

Kind Care Management
315 East Eisenhower, Suite 7

TENANT PROFILE

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INSIDE OXFORD

STAFF PROFILE

Luz Glover

Accounting Supervisor



Mutya Luz Glover, better known as Luz, serves as Accounting Supervisor and HR Coordinator for Oxford Companies. As Accounting Supervisor, she manages all of the accounting activities of Oxford, including accounts payable/receivable and payroll, as well as interfacing with bankers and investors. Luz also coordinates a range of worker-related processes and advocates for employee development and organizational success.

Luz hails from the Philippines, the island of Leyte, where Douglas MacArthur landed during World War II. Luz immigrated to the U.S.A. in 1999 where she met her husband, and joined Oxford in July 2002.

Although Luz is very good with numbers, she also has a talent for growing plants. Her green thumb is legendary and tending plants remains a favorite activity. She lives with her husband, 12-year old son, a tortoise and a houseful of plants.

GUEST COLUMN

10 Tips to Kick Holiday Stress Management into High Gear



1. *Quit trying to find the "perfect" gift.* So don't stress about it! Most people like giftcards just as much as teenagers do.

2. *Avoid high-traffic times if possible.* Drivers are terribly distracted this time of year. Add that to inclement weather and you have an accident waiting to happen. Stay home and order holiday gifts online; you still have time.

3. *You do not have to entertain this season.* Give yourself permission to NOT have people over for parties, etc. Not worrying about the expense, the work and the mess can be very healthy.

4. *Watch your breathing.* Most of us don't breathe enough normally. Sit in a quiet place, close your eyes and take 10 deep breaths. Inhale slowly and exhale more slowly. You'll be amazed at how relaxed you will feel!

5. *Get enough rest.* Cut out some TV or computer time at night and get some sleep. And naps are not just for cats.

6. *Make sure you have some quiet, alone time scheduled.* The social demands of holiday seasons are high. That can be very tiring, especially if socializing causes you anxiety. Factor in down-time.

7. *Watch alcohol and food intake.* Spiked eggnog, wine, drinks and high-fat, high-caloric food abound this time of year. Don't deny yourself but try to eat healthy foods, too.

8. *Plan one fun event just for you.* You spend much time and effort insuring others are taken care of. Treat yourself to a manicure, go to a heated driving range, or read that new best-seller.

9. *Watch a holiday movie.* Get in the holiday mood or just take time to laugh! Check our staff favorites from page 1 of this newsletter.

10. *Get some exercise.* We are full of excuses, but exercise is a terrific stress-buster. Take a walk in the snow with your kids or dogs. Learn more at www.emotionalwellbeing.com

