

**DEPARTMENT OF MATHEMATICS
NORTH CAROLINA STATE UNIVERSITY
July 7, 2009**

IF YOU MUST BE ABSENT:

Faculty and graduate students who are unable to meet classes for valid reasons such as illness, professional meetings, and inclement weather, should arrange for another qualified faculty or graduate student to take their classes. John Griggs (2108A or 513-2288) should be informed of these arrangements prior to the class meeting time. If it is not possible to find a suitable substitute, John Griggs should be informed of the situation as soon as possible. If you cannot reach Dr. Griggs, please call Nicole Dahlke 513-2292 or Di Bucklad at 513-2298.

OFFICES:

The two Departmental offices are located in 2108 and 4148. Both offices are open from 7:30 am until 4:30 PM. If you need to call the main number for Math please use 515-2382.

The Center for Research in Scientific Computation is located in COX 304

The Multi-Media Center is in 2105A.

The John W. Cell Mathematics Library is in 1109.

The Undergraduate Computer Lab is in 2103.

VISITORS:

Request for visitor office space should be made by email to Charlene Wallace a minimum of two weeks in advance. It is the responsibility of the faculty sponsor to check out the office key from Charlene (4148) and return it to her at the end of the visit.

SUPPLIES - TONER CARTRIDGES:

Office supplies are kept in 2108. Please see Nicole Dahlke or Di Bucklad for assistance.

University policy dictates that supplies and small computer items are purchased from approved university vendors (**USING UNIVERSITY PURCHASE ORDERS OR PURCHASE CARDS**). **THIS ALSO APPLIES TO PURCHASES MADE ON GRANTS.** If you need any special supplies not furnished by the department, you need to order them through Brad Priser (4138) or Janice Gaddy (4136).

Please see Janice Gaddy in 4136 if you need a toner cartridge for your office printer. If she does not have one in stock she can order one for you. Please do not go to the bookstore or outside vendor to purchase one. Charging toner cartridges to grants should be pre-approved and adequately justified.

MAILBOXES:

All faculty, staff and teaching assistants will be assigned a mailbox in 3151. Please check your mailbox on a **daily basis**. Correspondence, policies, important teaching information, etc. will be placed in your mailbox.

MAIL:

Campus mail, US mail is picked up and delivered in 3151. US Mail and campus mail is picked up and delivered once a day between 12:30 and 1:30 PM. Your mail will be placed in your mailbox. The Department requests that you plan ahead so that Fedex and other overnight mailings are not used unless absolutely necessary. **NO PERSONAL MAIL IS ALLOWED THROUGH CAMPUS MAIL.**

PHOTOCOPYING:

There is a photocopy machine available for your use. It is located in 3153. A Risograph machine is located in **3117**. This machine is to be used when you need to make more than 25 copies of each page. See the "Copying Guidelines" for additional information. See Nicole Dahlke (2108) for a copier code.

TELEPHONES:

Each office should have a telephone, a Raleigh phone book, and a University Directory. Your phone number is listed on one of the list of Faculty/Staff/Graduate Students. See the "Telephone Guidelines" for additional information.

FAX MACHINES:

A fax machine is located in 3153. (Faculty/Staff only) Fax number is (919) 513-7336. Faxes received will be placed in your mailbox. If you are expecting a fax, please remind the company faxing the document to put your name on the cover sheet. See Nicole Dahlke (2108) for a fax code.

COMPUTER EQUIPMENT AND FURNITURE:

The Department Head must approve all equipment and furniture acquisitions unless you are charging it to your research grant. See Loek Helminck or Joel Cason for advice on equipment purchases. See Brad Priser (4138) for research grants or Janice Gaddy (4136) (department funds,start-up) for computer and furniture purchases. When the items arrive please give the packing slips and all invoices to either Brad or Janice or put in their mailbox.

Carolyn Gunton (1109) maintains the department's equipment inventory. If you exchange equipment with someone, take any equipment home, or move equipment to another room, please let her know. New equipment over a certain dollar amount will be tagged by the University Capital Assets Office. A representative will come to your office to tag the new equipment. Please don't take anything home until it has been tagged. In addition, to maintain adequate records, the Math department will tag all equipment. The University requires that you complete the proper paperwork in order to take home a piece of equipment. See Carolyn in 1109 for this form.

TRAVEL:

The Department Head must approve all travel two weeks prior to the beginning date of travel. See the memo on travel for additional information. Reimbursement requests must be filed within 30 days after the ending date of travel.

SCHEDULING:

Scheduling Officer: Dr. Harvey Charlton (2107).
See Carolyn Gunton (1109) to schedule classrooms for problem sessions, combining classes, or for anything other than regular classes.

CONFERENCE ROOM:

The department's conference room is located in 3282. See Charlene Wallace (4148) or Frankie Stephenson (4144) to reserve this room. The schedule for the conference room is available on “**i-cal**” if you would like to see when it is available.

TEXTBOOKS: See Carolyn Gunton (1109) to order textbooks.

KEYS: See Charlene Wallace (4148) to pick up your keys. There is a charge of **\$20** per key to replace lost keys.

PI MU EPSILON: Mathematics Honorary Society - Advisor: Hien Tran (4146)

SOCIETY FOR UNDERGRADUATE MATHEMATICIANS (SUM) - Advisor: Jeff Scroggs (2108B)

PAMS HONORS PROGRAM - Advisor: Sandra Paur (3144)

COFFEE, ETC:

Coffee and tea are available in 4104. All items are \$.50. Sugar and cream are furnished but you must bring your own cup. A refrigerator and microwave oven are also available in 4104.

LOUNGES:

Faculty Lounge: 4104. There is access to a kitchen in 4102.
Staff Lounge: 3268
Graduate Lounge: 3281
Undergraduate Lounge: 2202

PROBLEMS AND COMPLAINTS:

Building:

Report physical plant problems (hot and cold rooms, burned out lights, overflowing toilets, broken desks in classrooms, etc.) to Charlene Wallace (4148)

Telephone:

Report telephone problems to Frankie Stephenson (4144). If phone lines need to be moved please email Frankie Stephenson with changes needed.

ADMINISTRATION:

Aloysius Helminck (4152)	Department Head
Hien Tran (4146)	Associate Department Head Director, Multimedia Center
Jeff Scroggs (2108B)	Director, Undergraduate Program Associate Head for Undergraduate Program Interim Director, Financial Math Graduate Program
John Griggs (2108A)	Coordinator of Classroom Instruction Teaching Assistant Professor
Steve Campbell (4124)	Director, Graduate Program
Ernie Stitzinger (4122)	Administrator, Graduate Program
Harvey Charlton (2107)	Scheduling Officer, Director, Summer School
H. T. Banks (3154)	Director, Center for Research in Scientific Computation

STAFF:

Di Bucklad (2108)	Student Services Assistant (Graduate Secretary for Financial Math) Clerical support for Director of Undergraduate Program and Interim Director of Financial Math Graduate Program. Oversees the math undergraduate program and Financial Math Graduate Program.
Nicole Dahlke (2108)	Student Services Assistant Clerical support for Coordinator of Classroom Instruction, compiles faculty/student evaluations, types course syllabi, general correspondence, tests, and UG newsletter. Assist with REU, UG presentations, Sum Club, High School Math Competition, and Pi Mu Epsilon Club. Responsible for processing bi-weekly payrolls and Back-up for Federal Express shipping.
Joel Cason (3138)	Systems Programmer/Administrator Installation and maintenance of UNIX work stations. Operational support of all hardware and software for the department.
Lesa Denning (COX 304)	Administrative Assistant (Center for Research in Scientific Computation) Administrative support for Director of Center for Research in Scientific Computation. Oversees the Center for Research in Scientific Computation.

- Deborah Leistikow (COX 509B) Program Assistant (Center for Research in Scientific Computation)
Program and clerical support for SAMSI.
- Janice Gaddy (4136) Accounting Technician
Ledger 2 accounts: (Math, Distance Education and Start-up)
Ledger 3 accounts: (ETF)
Ledger 6 and 7 accounts: (Trust Funds)
Responsible for purchasing computer equipment and furniture.
Responsible for paying invoices and processing travel reimbursements.
Responsible for Federal Express.
- Carolyn Gunton (1109) Program Assistant
Clerical support for Scheduling Officer and Academic Advisor (Harvey Charlton). Oversees the math library. Responsible for scheduling classrooms, ordering textbooks and departmental inventory.
- Denise Seabrooks (4126) Processing Assistant (Graduate Secretary for Math)
Clerical support for Administrator and Director of Graduate Program (Ernie Stitzinger and Steve Campbell). Oversees the math graduate program. Responsible for processing Graduate (TA's) and Research Assistant (RA's) appointments.
- Brad Priser (4138) Contract and Grants/Pre-Award Assistant/Accounting Technician
Ledger 5 accounts
Assists with preparation of grant proposals and entering the data in FastLane, Grants.gov and the PINS system. Complete the pre-award proposal functions for the department. Responsible for purchasing computer equipment and furniture. Responsible for paying invoices and processing travel reimbursements. Process payments for students off grants.
- Frankie Stephenson (4144) Executive Assistant
Manager of budget and staff operations of the Math Department. Financial advisor to Department Head. Responsible for supervising, allocating and coordinating the workload for office personnel and students. Personnel representative for the department. Backup for processing bi-weekly payrolls.
- Charlene Wallace (4148) Administrative Secretary
Clerical support for Department Head. Responsible for maintaining faculty personnel files and associated paperwork. Processes visa paperwork for faculty, visiting scholars and post-docs. Oversees monthly payroll. Responsible for scheduling of conference room and distributing office keys. Serves as building liaison.