

# General Information Sheet

## UCA Department of Biology

March 2015

### **SUPPORT STAFF**

#### **Administrative Assistants**

Kathie Smiley, Kate Saunders, and Brynn Haley are here to assist with the day-to-day business of the department. Their duties break down as follows:

Kathie- most HR related forms (such as PAF's, etc), updates to Google Calendar, setting up appointments with the Chair, approve comp time forms, assist with the resolution of unexpected issues that might arise throughout the department, serve as back-up on office tasks typically handled by the other staff, and coordinate the daily work flow in the office to ensure efficient operations.

Kate- All grant orders and inquiries, grant-funded PAFs, banner access, setting up new vendors, grant budget adjustments, and assisting with any other grant-related issues.

Brynn- Department orders, textbook orders, student worker hiring and payroll, key orders, swipe card access, Student Research Fund orders, All travel, releasing student holds for registration, GA office assignments, GA evaluations, maintaining committee schedules, updating rosters, and other department related tasks.

While we do have our specialized tasks, we are all here to help and will be glad to assist you with whatever you need. Many tasks, such as releasing holds, mail and copy assistance, and general office duties, are shared by all three of us. Because of these shared duties, along with the possibility of someone out of office, we ask that any requests you send via email be sent to all three of us.

#### **Lab Coordinators**

Jennifer Harper is the department coordinator for all Microbiology courses, as well as the Greenhouses. Those responsibilities include purchasing and laboratory coordination/preparation assistance for these courses, as well as overseeing student workers in these areas.

Jabin Miller is a lab coordinator. He is serving as the department coordinator for all Biology 1400 labs, and his responsibilities include purchasing and laboratory coordination/preparation assistance for these courses. Also, he is the safety coordinator for the department and deals with waste and chemical control.

\*Note- Laboratory Preparation Assistance: For those teaching courses with a laboratory component not mentioned above, Jabin may be able to help you with laboratory set-up and take-down with reasonable advance notice. Please do not hesitate to discuss your needs with him in case any accommodation can be provided to make things run as smoothly as possible.

#### **Program Coordinator/ Advising**

Berdie Eubank is our program coordinator and department advisor as well as advisor for all sophomore majors. Berdie is in charge of marketing and promotion for the department, as well as maintaining our website. In addition, she collects and keeps on file all biology syllabi each semester. She is also the advisor to all sophomore and junior Biology majors. Berdie assists faculty with releasing students' holds, registering students in classes, and updating waiting lists. Please refer students with other advising and scheduling issues to Berdie for further assistance.

Each semester, Berdie appoints faculty members as advisors to the junior majors for academic advising and advance registration. After advising the student, the faculty member needs to notify Brynn\* via email of the student's name and UCA ID number in order for the student's hold to be released. We always try to get to these as soon as possible, but students

should be advised that there is sometimes up to a 24 hour turnaround on the removal of holds. \* *Be sure to CC Kathie and Kate in case Brynn is out of the office.*

### **IT Support**

John Black is our department IT specialist. Most common IT issues will be handled by John—computer issues, smart board issues, projectors, email, etc. IT help requests need to be submitted on the new IT help form, located on the Biology website under “forms”. Phone issues will still be directed to the office staff.

### **GENERAL INFORMATION**

#### **Absence**

It is the policy of the college and the department to notify your department chair for any absences that take you away from college/department duties. Faculty Absence Forms can be found on the Biology web site. Please make sure to notify the department chair about any absence, whether planned or unplanned. If you have a conflict with a faculty meeting you must notify the department chair. If you require a note posted on your door, the office staff will be happy to help. Please call the office or email all three administrators to ensure that someone will receive your email in a timely manner.

#### **Comp Time for Classified Employees**

The CNSM has set a maximum of 30 hours accruable comp time for classified employees. Effective Fall 2012, all comp time must be pre-approved by the chair, via email or other written request. If time is being “made up”, it needs to be made up in the same week in which it was taken, unless specific permission is given to make it up during a later week. If permission is given, the time will be accrued at regular time, not “time and a half” because it is being traded for time already taken. Lunch hours may only be taken at the end of the day occasionally and should be pre-approved unless an emergency arises.

#### **Mail**

Mailboxes are provided in the office for all faculty, staff, and graduate students. Please check these boxes on a regular basis and keep them clear to provide room for incoming mail.

Outgoing mail should be placed on the shelf in the office labeled “Outgoing Mail”. This includes campus and non-campus mail. For campus mail, please provide the name of the recipient, their department, and the building they are located in. Non-campus mail will need to be labeled in the typical manner. Postage is not required for university business; instead you will need to fill out a post slip with the date and the number of items you are mailing out. These slips are located directly above the mail shelf. If you have any questions, please let the office staffs know. Please be aware that the time of day this mail is taken to the post office varies, so if you need to be assured that urgent mail goes out, you will need to walk it over yourself. The UCA post office is located in the student center. UCA mail runs daily at 2:00pm, and mail in the office generally leaves the post office one day after it is dropped off.

The department also uses Fed Ex to ship out packages. If you need to utilize this service, shipping forms can be found in the office in the lower cabinets beneath the office supplies. Pick-up arrangements can be made by calling 1-800-GO-FEDEX, or on their website, [www.fedex.com](http://www.fedex.com).

#### **Photocopying**

You should have a photocopy access number issued to you. This number is the last four digits of your UCA I.D. number, followed by a “0”. Copying is limited to official university and teaching purposes only. If you experience a jam or issue with the copiers, please let the staff know! Paper jams left inside of these machines can cause overheating and other issues.

The office also provides copying services with advance notice. If you need tests or other documents copied, please place them in the cabinet labeled “copy requests” and fill out a copy request form (located inside the cabinet). Please

be sure to flip the ribbon tacked inside the cabinet door to the outside. This discreetly lets the staff know copies need to be made. You may also email copy requests; if doing so, please send the email to all administrators. The office requires 24 hour notice on all copy requests.

### **Testing**

If you are allowing students to make-up or take exams early, please work with them to find a time and space where you can oversee their test-taking. For many reasons, students should no longer take tests in the office, unless it is an emergency. (And even then, it should be pre-arranged with the office staff. Please don't just send them in and expect the staff to be able to accommodate them: there are times when all three of the staff are occupied elsewhere).

As in the past, the grad students will proctor exams for students during their office or tutoring hours. These are found on our Biology website, along with info on how to reach them. Some faculty arrange the times for the students themselves and others have the student contact the grad student.

Effective Spring 2012, we now offer "open labs" on certain evenings, usually 2 to 3 times per week. Grad students monitor under-grads while they study in the labs. These would be ideal times for students to arrange to take make-up tests.

### **MYUCA calendar**

The MYUCA calendar is a great resource for keeping up to date on department events. The staff will regularly post deadlines and events in the page, as well as schedules for individual classrooms and labs. Please utilize this resource for campus and department announcements, meetings, deadlines, etc. If you have any questions on accessing this calendar, please see one of the department administrators.

### **Classroom/Laboratory Space**

In the event that you require a different classroom assignment, please contact your department chair. Arrangement of classrooms for pre-labs and periodic group meeting can be arranged through the MYUCA calendar. If you require assistance in this matter, please contact the office staff.

### **Work Orders**

Common work order items should go through the department office. Common items include routine maintenance (light bulb replacement, faucet repair, etc). Email your request to all three administrators and they will see that a work order request is submitted. Major requests (removal of furniture and /or fixtures, painting, special equipment installation, etc) must first be approved by the department chair, and the physical plant will be notified.

### **Faculty and Staff Meetings**

You are required to attend faculty /staff meetings. Our goal is to efficiently use email and other communications to avoid the need to meet. However, faculty meetings help in initiating important departmental discussions and help efficiently carry out the business of the department. If you have a conflict with a scheduled meeting, please let the department chair know as soon as possible. "Regularly scheduled" faculty meeting dates will be emailed on the biology list-serv at the beginning of each semester.

### **Keys and Swipe-Card Access**

You should have been issued a key or keys that grant access to your office, classrooms, and laboratories as well as the department office and test cabinet. Any further key requests (including requests for graduate students) go through the department chair via Brynn. Please see her if you have any questions about this. When keys are ready the office staff will notify you. These keys must be signed for and picked up in person from the physical plant.

In accordance to new UCA policies, we are no longer able to allow undergraduates to hold keys to rooms in Lewis Science Center. If you have undergraduates that need access to certain rooms, we will provide a lock box that can be placed on a door and accessed via code. Please see Brynn if you are in need of a lock box.

Swipe Card Access to the building and various other areas for after-hours access is obtained from the Physical Plant via Brynn, with the chair's approval. Faculty need to submit the name(s), and ID #s for each person who needs access. Student access must be requested by a faculty member before it will be submitted.

### **Bubble-sheet Test Grading**

The office staff will be happy to have your blue bubble sheets graded at BBA. If you would like us to have your tests graded, please drop them in the department office, in the cabinet labeled "bubble sheets". Tests should include a key on top, and be placed in the provided manila folder, with your class information labeled in pencil. As with copy requests, please let the staff know of your request by flipping the ribbon inside the cabinet door to the outside. Please be aware that there is a 24 hr turn-around on these grades.

### **Procedure to send a student to the Emergency Room or Student Health Center**

In case of an emergency with a student (such as accident in lab or lecture, etc), notify the UCA Police Department immediately; they will determine if an ambulance needs to be called. Next, as soon as possible notify Ben Cash via email and cc the office staff. Please keep documentation of the event in your files, for future reference.

## **ORDERING/PURCHASING**

### **Office Supplies**

The department staff tries to keep basic supplies (pens, markers, staples, post-its, etc) in stock at all times. These items are located in the two upper cabinets to the far left of the mailboxes. If you take the last of any of these supplies, please let Brynn know so it will be restocked. If there are items you need but we do not have, please let us know. Printer cartridges are provided for university purchased printers.

We have a state contract with Office Depot and it is mandatory that we purchase office supplies from them. This is an excerpt from UCA's policy: "If an employee purchases office supplies from Wal-Mart, Target, Coleman's Office and School Products, or any vendor other than Office Depot, regardless of its intended use or the price difference, the employee will be required to reimburse the University of Central Arkansas for the cost plus tax of the office supplies. If the employee is not sure if an item is on the state contract, please contact the Purchasing Department for assistance before completing the purchase.

Exception Rule: If the employee is traveling and there is not an Office Depot store to make the purchase. A "Purchase Justification" form must be submitted with receipt."

### **Course Supplies and Equipment**

Supplies and Equipment are purchased using a variety of funds, determined by the office staff and the chair. If items will be purchased using a grant, please see Kate. If items will be purchased using department funds (including start-up and student research funds), please see Kate. Orders **MUST** be submitted on the most current purchasing requisition sheets, available on the Biology website. **NO** old purchase requisitions will be accepted! Please fill these forms out **THOROUGHLY**, including your name, email and phone. Need-by dates are **required**, and must be an actual date (ASAP does not count). Please include accurate item numbers and prices—these should be checked on the internet if available, *not from a catalog*. Please remember to add shipping and tax (shipping is taxable). If items are live or shipped cold, please indicate as such on the special instructions box. If you are ordering using a quote, a copy of the quote must be attached to your requisition. **\*\*NOTE\*\* Purchase Orders usually have a 2 week turn-around, so please allow ample time for ordering. Also, if requisitions are not filled out correctly, they will be returned to the requestor's mailbox for corrections, slowing down the ordering process. Please fill out requisitions accurately! See Brynn or Kate if you have questions.**

As a rule, orders should be done via a Purchase Order; however, P-cards may be used in extenuating circumstances such as the vendor not being set up in Banner or if the order is considered an "emergency order" due to time constraints. Brent Hill requests that any order that might be considered an emergency order be discussed with him prior to giving the requisition to the staff. Only Dr. Hill can decide what constitutes an emergency.

If the vendor you wish to use is not set up as an official vendor in Banner, and you think you will be making purchases from them again in the future, it is beneficial to set them up in Banner. In order to do this, please bring the following information to Brynn (dept. orders) or Kate (grant orders): Vendor name, phone number, name of contact person, and fax number.

Also, we know that often faculty and staff have personal deliveries shipped to the office instead of having them sit alone on your porch all day. While we do not mind this, we do ask that you please notify us when you expect a personal package to be arriving. This keeps our student workers from inadvertently opening a personal package, and also keeps them from spending a great deal of time searching for a requisition that does not exist.

### **Cash Reimbursements**

You may be reimbursed for purchases you make up to a \$50 limit without obtaining prior approval from Brent Hill. Amounts over \$50 need to be approved by Dr. Hill **prior** to the purchase. Most receipts should be turned in within **10** business days of the purchase; however, if you have purchases for smaller items, please hold the receipts until your reimbursement is for at least \$25 (or as close as possible **within the semester**). Requests for reimbursement must be put on a purchasing requisition form and filled out properly to be accepted. Please save and attach all original receipts to the requisition, using a paper clip (no staples, please!). Receipts smaller than “letter size” paper should be taped to a sheet of copy paper in order to avoid loss. Be sure to tape receipts neatly on all four sides, avoiding placing tape over any type, and write your name in the upper corner of the paper (not directly on the receipt).

### **Textbook and Library Purchases**

Textbook orders for courses are placed through Brynn Haley. You will be contacted via email prior to the start of each semester with more information on this matter. All other textbook requests (such as desk copies, supplemental materials, etc.) should be handled directly with the sales representative of the publishing company. This info is usually found on the publishing company’s website.

In regards to other library purchases, Ben Waggoner is the liaison for library book and journal requests. Please contact him for more information, (450-5037 or benw@uca.edu).

### **TRAVEL**

Brynn will be handling all travel, regardless of payment. All travel requisitions **MUST** be submitted at least **TWO WEEKS** prior to the date of the departure. These requests must be submitted on the revised travel form available on the Biology website. Please fill out all forms thoroughly! If you will be traveling with guests of state, please include their UCA I.D. number. Please remember that all mileage must be from Rand McNally, using the shortest distance. You will have to change this in “settings”, it will default to quickest route. A travel card is kept in the office for use in paying for air travel, hotels, registration, etc. A PO# must be assigned before the card can be used, so please allow ample time. All air travel **MUST** go on the travel card... UCA will no longer reimburse for airfare paid with personal funds for any reason! Receipts are required for hotels, air travel, registration costs, and costs pertaining to guests of state. When in doubt, keep the receipt! After you have completed your travel, UCA requires a TR-1 turned in within **5** business days. The link to these forms can also be found on the Biology website. If you are unable to complete your requested travel, please let Brynn know ASAP so that the PO can be canceled. If you have any questions, please see Brynn, or refer to the travel guidelines as posted on the UCA travel website.

## **ETC.**

The Student Center houses the post office, bookstore, and cafe. More information can be found at <http://uca.edu/studentcenter/>. Exercise facilities and pool are located in the HPER Center. Information on recreation hours can be found at <http://uca.edu/campusrecreation/facility-hours/>, or by calling (501) 450-5005.

As we have noted several times, please send email requests to **all three** office administrators to ensure they are received in a timely manner.

Lastly, please **observe and respect** all given deadlines: they are there to benefit us all!

And most importantly.... HAVE A GREAT YEAR!! 😊

## **IMPORTANT NUMBERS/EMAILS**

Brent Hill – 450-5915, [bhill@uca.edu](mailto:bhill@uca.edu)

Kathie Smiley – 450-3146, [ksmiley@uca.edu](mailto:ksmiley@uca.edu)

Brynn Haley – 450-5916, [bhaley@uca.edu](mailto:bhaley@uca.edu)

Kate Saunders – 450-3206, [ksaunders@uca.edu](mailto:ksaunders@uca.edu)

Jabin Miller - 450-5934, [jgmiller@uca.edu](mailto:jgmiller@uca.edu)

Berdie Eubank – 450-5971, [beubank@uca.edu](mailto:beubank@uca.edu)

John Black – 852-2437, [jblack@uca.edu](mailto:jblack@uca.edu)