

General Information Sheet

UCA Department of Biology

September 25, 2018

SUPPORT STAFF

Administrative Assistants

Kathie Smiley, Kate Saunders, and Debra Baker 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. Student research funds – orders and support.

Debra- Department orders, textbook orders, student worker hiring and payroll, key swipe and card access orders. All travel, releasing student holds for registration, GA office assignments, GA evaluations, maintaining committee schedules, updating rosters, maintain website, 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

Samantha Hewett is the department coordinator for all Microbiology courses. Her 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. 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 Debra* 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,

Bubble-sheet Test Grading

The office staff will be happy to have your blue bubble sheets graded at the University Testing Center in Torreyson Library. 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 a class envelope, 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 might be a 24 hour 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 Brent Hill 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 Debra 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 Goddess Office Products 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 Goddess, 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 must make an “emergency” office supply 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 or student research funds, please see Kate (including start-up). If items will be purchased using department funds, please see Debra. 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 Debra 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 Debra (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. (In the “ATTN” line, you could add “NOT A PO.”)

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 Debra Baker. 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

Debra will be handling all travel, regardless of funding/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 Google Maps, 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 Debra know ASAP so that the PO can be canceled. If you have any questions, please see Debra, or refer to the travel guidelines as posted on the UCA travel website.

Please note: Travel requisitions are submitted before traveling occurs and reflect the estimated expenses to be incurred. TR-1’s are forms completed after the trip has occurred and reflect actual expenses incurred.

ETC.

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

As we have noted several times, please send email requests to **all three** office staff 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

Berdie Eubank – 450-5971, beubank@uca.edu

Jabin Miller - 450-5934, jgmiller@uca.edu

Samantha Hewett – 450-3251, shewett@uca.edu

John Black – 852-2437, jblack@uca.edu

Kate Saunders – 450-3206, ksaunders@uca.edu

Kathie Smiley – 450-3146, ksmiley@uca.edu

Debra Baker – 450-5916, dbaker@uca.edu