

**DEPARTMENT OF MATHEMATICS  
NORTH CAROLINA STATE UNIVERSITY**

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. Molly Fenn (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, notify your class via email and inform Molly Fenn of the situation as soon as possible. If you cannot reach her, please call 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 5:00 PM. If you need to call the main number for Math please use 919-515-2382.

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

The Multi-Media Center is in SAS 2105A.

The John W. Cell Mathematics Library is in SAS 1109.

The Undergraduate Computer Lab is in SAS 2103.

VISITORS:

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

SUPPLIES - TONER CARTRIDGES:

Office supplies are kept in 2108. Please see Trisha Clinkscales (4138) 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 Trisha Clinkscales (4138). 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 Trisha Clinkscales (4138) for a copier code.

#### TELEPHONES:

Each office should have a telephone. Your phone number is listed on one of the list of Faculty/Staff/Graduate Students. See the "Telephone Guidelines" for additional information, as well as on the display of the phone – CISCO Models.

#### 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 Trisha Clinkscales (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 our System Administrator for advice on equipment purchases. See Jennifer Williams (4136) for research grants or Brendaé Hughes (3136) to use department funds for computer and furniture purchases. When the items arrive please give the packing slips and all invoices to Jennifer, Brendaé, with the date received on it. You may also put in their mailbox.

Carolyn Gunton (2109) 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. The University Capital Assets Office will tag new equipment over a certain dollar amount. 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 2109 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. – *This is a policy dictated by the State of North Carolina.*

#### SCHEDULING:

See Carolyn Gunton (2109) 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 Carolyn Gunton (2109) to reserve this room. The schedule for the conference room is available on Google's Calendar if you would like to see when it is available.

TEXTBOOKS:

See Carolyn Gunton (2109) to order textbooks.

KEYS:

See Alexis Baracca (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: Molly Fenn

HONORS PROGRAM - Advisor: Min Kang (4114)

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 Carolyn Gunton (2109)

Telephone:

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

### **ADMINISTRATION:**

Alina Chertock (4152)	Department Head
Hien Tran (4146)	Associate Department Head Director, Multimedia Center
Alina Duca (2108B)	Director, Undergraduate Program Associate Head for Undergraduate Program
Jeff Scroggs	Director, Financial Math Graduate Program
Molly Fenn (2108A)	Coordinator of Classroom Instruction Associate Professor
Pierre Gremaud (3214)	Director, Graduate Program
Ernie Stitzinger (4122)	Administrator, Graduate Program
H. T. Banks (3154)	Director, Center for Research in Scientific Computation

### **STAFF:**

Di Bucklad (2108)	<i>Student Services Assistant (Graduate Secretary for Financial Math)</i> Clerical support for Director of Undergraduate Program, Coordinator Classroom Instruction and Director of Financial Math Graduate Program. Oversees the math undergraduate program and Financial Math Graduate Program.
Trisha Clinkscales (4138)	<i>Student Services Assistant</i> Clerical support for Coordinator of Classroom Instruction, compiles faculty/student evaluations, types course syllabi, general correspondence, tests, and UG newsletter. Assist with REU, UG programs, Sum Club, High School Math Competition, and Pi Mu Epsilon Club. Back-up for Federal Express shipping.
Lesa Denning (COX 304)	<i>Administrative Assistant (Center for Research in Scientific Computation)</i> Administrative support for Director of Center for Research in Scientific Computation. Oversees the Center for Research in Scientific Computation.
Thomas Gehrmann (3262)	<i>SAMSI Program and Grants</i>
Carolyn Gunton (2109)	<i>Program Assistant</i> Clerical support for Scheduling Officer and Academic Advisor (Harvey Charlton). Oversees the math library. Responsible for scheduling conference rooms, classrooms, ordering textbooks and departmental

inventory. Building Liaison.

Leslie Kurtz

Transfer Office, *Scheduling Officer and Director, Summer School*

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.

Trisha Smith-Clinkscales (4138)

*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. Marketplace, p'card reconciliation. Responsible for paying invoices.

Responsible for Federal Express.

(Backup for processing bi-weekly payrolls.)

Jennifer Williams (4136)

*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 for grants. Responsible for paying invoices. Process payments for students off grants.

Alan Porch (4144)

*Business Officer*

Manager of the budget and staff operations of the Math Department. Financial advisor to Department Head. Responsible for supervising, allocating and coordinating the workload of office personnel and students. Personnel representative for the department.

Alexis Baracca (4148)

*Administrative Secretary*

Clerical support for Department Head. Responsible for maintaining faculty personnel files and associated paperwork. Oversees monthly payroll. Distributing office keys. Assigning visitors space. (Back up building liaison.)

Brendae' Hughes (3136)

*HR Partner*

Processes travel reimbursements. Processes visa paperwork for faculty, visiting scholars and post-docs. Processes all biweekly payroll.