

What's The Buzz

Getting Familiar with Office Staff



Janet Alessandrini is the *Administrative Coordinator* and a helpful CEE staff who can assist you with your needs when visiting the CEE main office.

Job Duties

- Keys-Hard/keycards
- Food Ordering
- Maintenance Problems
- Room Reservations
- Telephones/Data Jacks/Billing
- UPS/FedEx
- Office Moves
- Mailboxes
- Distribute Paychecks
- Faculty Searches
- Faculty/Researcher Time Reporting
- Parking – Employee Faxes (Distribution & Maint.)
- Electronic Room Access
- Copiers (Accounts & Maint.)
- Faculty Searches Parking, Admin/Courier Pass, Visitors

Departmental Purchasing Procedures

All Purchase Order Requests **over \$5,000** (with exception of Master Orders) must go to the University of Maryland's Procurement Office.

A list of vendors with Master Contracts can be found on the main procurement website (<http://www.purchase.umd.edu/general/mcontract.htm>).

Sole Source Justifications will be necessary to expedite orders from a particular company not on the Master Contracts list. The University of Maryland requires a purchasing bid for the best deal, this can sometimes delay orders.

Processing Steps:

1. PI must fill out the **Sole Source Justification form** (retrieve a form from Charity McGee, Account Clerk in Main CEE office).
2. Attach 3 bids when necessary to illustrate competition.
3. Return information once completed to Departmental Purchaser Charity McGee to forward originals to the main campus Procurement Office in the Chesapeake Bldg.

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NSF Proposal Update

- *Data Management Plans required on all NSF proposal starting 01/18/11* (<http://www.umresearch.umd.edu/ORAA/memos/95.html>)

Proposal/ORAA Forms

- *All research proposal must be routed through the University using the current [Routing Form](#)*
- *Projects that have subcontractors, PI's are required to fill out a [Sub Award Request form](#) along with sub info (Letter of Intent, Budget and Justification, and Scope of Work)*
- *Projects with multiple PI's, child accounts may improve budgeting by having separate accounts. PI's can request a child account by completing the [Child Account Request Form](#); In addition please include a budget breakdown for the amount*

Submit all research forms to Chris Jones, Accounting Associate, CEE Office

New Civil Faculty and Staff Highlights



Krista Wigginton

The CEE Department would like to welcome Krista R. Wigginton who recently joined the faculty of the Department of Civil and Environmental Engineering as an Assistant Professor. Dr. Wigginton received her M.S. and Ph.D. in Environmental Engineering at Virginia Tech and her B.S. in Chemistry at the University of Idaho. Prior to joining UMD, she was an NSF international postdoctoral fellow at École Polytechnique Fédérale de Lausanne in Lausanne, Switzerland.

Her research focuses on pathogen disinfection and detection. Specifically, she works toward the development of spectroscopic techniques to detect pathogens at low concentrations and on describing bimolecular degradation in natural and engineered systems. In her most recent work, she used state-of-the-art mass spectrometry techniques to describe the reactions that take place between virus proteins and disinfectants during water treatment.

2011 Annual Alumni Dinner

The Civil and Environmental Engineering Department will host the first Annual Alumni dinner. In addition, the dinner will celebrate the 50th anniversary of the UM Chi Epsilon Chapter. Online Registration and bidding for athletic balls signed by Terps Head Coach for Men's Basketball, Women's Basketball, and Football are below:

Online Registration at: www.alumni.umd.edu/ceedinner

Online bidding at: www.civil.umd.edu/alumni/cee-bidding.html

Date: October 14, 2011

Time: 6:00 PM – 11:00 PM

Location: UMUC Inn & Conference Center, Chesapeake and Ft. McHenry Rooms, 3501 University Blvd. East, Adelphi, MD 20783



Marriott Inn Grand Ballroom