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The Flora Stone Mather Center for Women will host a celebration of the renaming in conjunction with its second anniversary luncheon on November 3. For more information, visit http://www.case.edu/provost/centerforwomen.


Administrative News

Friday, August 12 2005

Mandel School of Applied Social Sciences

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Volume 2, Issue 1

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Congratulations to all this years Award Winners!

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(continued on page 2)
Employment Procedural Changes

Student Employment
Effective immediately, all student employment requests must come through Administrative Services for signature. Please bring all referral forms to Administrative Services prior to sending to Student Employment.

Temporary Employment
All temporary employment requests must come through Administrative Services for signature. This is consistent with all staff hiring.

Staff Employment
As always, all employment requests must come through Administrative Services for signature. Employment will contact Administrative Services for salary and hiring approval. This is to keep Administrative Services in the loop and retain equity among staff members.

New Agreement
(continued from page 1)
be communicated to the sponsor and a revised NGA issued.
Non-competing continuation awards for existing grants and contracts awarded under the old rate will not receive additional funding and will continue to be awarded under the old F&A cost rate.

Please do not hesitate to contact your school/college research office, the Office of Sponsored Projects Administration, or the Grants Accounting Office if you have any questions or concerns.

New Supply Room
Coming Soon! The MSASS Faculty and Staff supply room will open on Friday, August 19th.

Standard supplies will be available for all faculty and staff. Administrative Services will keep standard supplies (binders, note pads, pens, file folders...) stocked for you! Departments should not order general supplies without checking in the supply room. This will save your department money! Please do not hoard supplies—we will keep them stocked so that you can get them anytime you want. Specialty supplies will not be stocked. You will need to go to your program or department head for approval for non-standard supplies. The department or program will pay for these supplies.

A key will be kept at the front desk (if no one is available at the front desk you can also stop in Administrative Services). You can sign out the key and then pick up the supplies you need from the supply room.

Before the supply room opens, miscellaneous supplies will be available for the taking. We are cleaning out our current storage space and finding all kinds of unused supplies! These will be placed outside of the supply room on Thursday and Friday, the 18th and 19th. Please check out the freebies and take whatever you like. After that, they will be gone!
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An Artful goodbye . . .

Photo Album

New Grant Awards

Congratulations!

May 2005
Claudia Coulton
Grover Gilmore

June 2005
Susan Eagan

July 2005
Susan Eagan
Grover Gilmore

August 2005
Susan Eagan

Orientation Dates 2005

Important Events:

• Proficiency exams – August 11, 13, 22, 23
• Dean’s Reception August 25 1pm-2pm

All orientation takes place at the Mandel School. For more information, go to : msass.case.edu/orientation

Other Events:

• Monday, August 29, 2005 - LGBT Pizza Party, 6:30 pm (not mandatory--off campus event)

Hello and Goodbyes . . .

Welcome to new employees:

Kathi Gant – Field Advisor (starting at end of month)
Lenore Ivy – Field Advisor
Terry Jones – Sarni – based in Northfield Village and working in southern Ohio
Michelle Munson – Assistant Professor
Mike Olenik – AV and Computer Tech
Andrea Porter – Field Advisor
Bridget Wiggers – Center on Intervention for Children and Families

Goodbye and best wishes in new ventures:

Art Biagianti – Library
Tom Cook – Poverty Center
Michelle Knox – Student Services and NIDA
Michelle Lieberth – Student Services
Marianne Thompson – Poverty Center

Changes in position:

David Biegel – Interim Chair of Doctoral Program
Rob Fisher – Research Associate Professor
Jeff Hagan – Director of Communications, continuing at Poverty Center part time
June Hund – Interim Harris Library Director
Curtis O’Neal – move to Poverty Center
Betsy Tracy – Chair of Doctoral Program

Announcements

Community of Science (COS)

Case is a subscriber to Community of Science (COS), which makes it possible for research staff to make use of this excellent service. If you have not already set up your own profile in Community of Science and need help in doing so, please do not hesitate to call OSPA for guidance (368-4510). You may also contact the Case campus COS liaisons, Monica Bradley (368-4432 or monica.bradley@case.edu) or Narinder Dhaliwal (368-2001 or narinder.dhaliwal@case.edu) for help.

Administrative Newsletters Now Online

Missed a past newsletter? No Problem! All the previous Administrative Newsletters are now available online. Just point your browser to http://msass.case.edu/adminserv/newsletters.html

This page is the first step in a growing Administrative Services web site. The site also contains a MSASS Phone book and some links to related Campus resources. Look for more information on this site and resources available through it in the upcoming news letters.

Save the date!

Administrative Service Training

3rd Wednesday of the month 9:00-10:00, room 323
Sept. 21
Oct. 19
Nov. 16
Dec. 21

Topics to be announced
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