

# Administrative News


**Volume 2, Issue 1**
**Friday, August 12 2005**
**Inside this issue:**

Employment Procedural Changes.....	2
New Supply Room.	2
New Grants Awards.....	2
Photo Album.....	2
Announcements.....	3
Hello and Goodbyes.....	3
Orientation 2005.....	3
Center For Women News.....	4


**Joke of the Issue:**

A social worker asks another social worker, "What time is it?"

The other one responds, "Sorry, I don't know. I don't have a watch."

The first social worker replies, "That's not a problem. The important thing is that we talked about it."

## FanSASStic!



B. Lenora Benson



M"SASSy" winners



Art Biagianti presents Lillian Harris Library Staff Award

The 2005 M"SASSy" Award Event was held on Friday, July 1 from 2:00-4:00. It proved to be an enjoyable start to the holiday weekend!

The Award of Excellence was established in honor of Bea Benson upon her retirement. In her 30 years of service to the University including seven at MSASS, she consistently demonstrated unselfish service above and beyond her job role and responsibilities.

Congratulations to Helen Menke! -- the 2005 winner of the B. Lenora Benson Award of Excellence! Well deserved!

The SASSy's are a special recognition of staff

members for acknowledgement of a "job well done." The 2005 recipients of the MSASS"y" Special Recognition Awards: Pam Carson, Tsui Chan, Traci Douglas, Debra Fields, Wendy Jelinek, Delores Mathews-Campbell, Jennifer Shiner, Pam White.

In addition, this year Library Director Art Biagianti recognized the staff of the Library with the Lillian Harris Library Staff Award. Congratulations to the Library Staff: Kristen Arbutiski, Lena Ford, June Hund, Dorothy Maroff.

Congratulations to all this years Award Winners!

## New F&A Cost Rate Agreement

Case recently executed a new Facilities and Administrative (F&A) Cost Rate Agreement with the federal government. For the period July 1, 2005 through June 30, 2008, Case's F&A Cost Rate is 54.5%. This applies to all federally funded research conducted at Case and at University Hospitals, the MetroHealth System, and the Cleveland Clinic Lerner College of Medicine (NIH only). The new off-campus rate is 26%. The federal fringe benefit rate for the period July 1, 2005 through June 30,

2006 is 25%.

All new proposals submitted to the federal government should use these new rates. New proposals that have already been submitted (using the old rate) that are still pending and that have a start date on or after July 1, 2005 will be awarded at the new F&A Cost Rate. If the Notice of Grant Award (NGA) issued after July 1, 2005 from the sponsoring agency does not reflect the new F&A Cost Rate, please notify your research administration office so that this error can

*(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 Admin Services prior to sending to Student Employment. Include the speed-type (department number, grant number) that the students salary should be charged to. Student Employment has been informed of this change. We apologize for any inconvenience this may cause, however, due to procedural issues within the School, this has become a necessity.

#### Temporary Employment

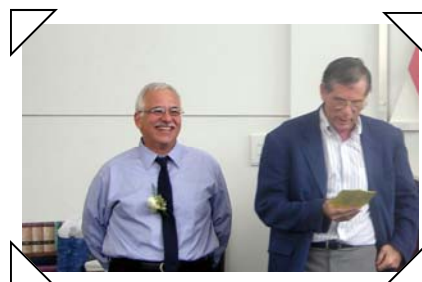
All temporary employment requests must come through Administrative Services for signature. This is consistent with all staff hiring.

#### Staff Employment

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

### An Artful goodbye . . .

#### Photo Album



### 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 sup-

plies 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.

Bill will continue to distribute supplies such as dry erasers and markers and flip charts.

A key will be kept at the front desk (if no one is available at the front desk you can also stop in Admin 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

### New Grant Awards

Congratulations!



May 2005  
Claudia Coulton  
Grover Gilmore

June 2005  
Susan Eagan

July 2005  
Susan Eagan  
Grover Gilmore

August 2005  
Susan Eagan

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!



## Orientation Dates 2005

### Intensive Weekend Students

Orientation: August 12 - 13

### Full Time Advanced Standing Students

Orientation: August 22 - 29

- There will be week-long field advising for students without placements.

### Two Year Full-Time and Extended Degree Students

Orientation: August 22 - 26

- There will be week-long field advising for students without placements.

### 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/orienation](http://msass.case.edu/orienation)

### 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** -- Sami -- 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
- Nichelle 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](mailto:monica.bradley@case.edu)) or Narinder Dhaliwal (368-2001 or [narinder.dhaliwal@case.edu](mailto:narinder.dhaliwal@case.edu)) for help.

### Administrative Newsletters Now Online

Missed a past newsletter? No Problem! All the previous Administrative News Letters 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



## Center For Women Name Change

Case Western Reserve University has received a gift of \$500,000 from the Flora Stone Mather Alumnae Association. The gift is to be put into a fund that will boost current and create additional programming at the university's Center for Women. The center now will be known formally as the Flora Stone Mather Center for Women.

There were many incarnations of the Center for Women before it officially opened in October 2003, but the wheels were put in motion when the alumnae association sponsored a

conference for women in 2000 and used the proceeds to help seed the initiative, said Dorothy Miller, center director and part time MSASS professor. "That event helped change the culture surrounding women's issues and demonstrated a need for the center," she said. "This new funding will help us develop the type of programming needed to steer college-age women toward successful career paths and increased leadership roles."

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>.

Excerpts from:  
<http://www.case.edu/news/2005/8-05/fsmgift.htm>.

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