understand that there may be noise. Due to the temporary “offices” of the staff, room 112 will not be available for meetings until classes are back in session in January. Staff will be temporarily housed in the following locations:

**Academic Affairs:**
- Richard Cole from Administrative News
- Wally Gingerich — 100
- Sarah Andrews — 202
- Theresa Wilson — 210
- Connie Lewis — 210

**Continuing Education:**
- Remodeling
- The first floor suite — Academic Affairs, Student Services, and Continuing Education — is in the process of being remodeled. The work began over the weekend of December 10 and is scheduled to be completed by the time classes begin on January 17. The suite will receive a much needed make over that will provide a welcoming and pleasant environment for our students and also the staff who work there. Support staff will get new spacious and more private workstations in addition to new chairs — something I’m sure we all wish we could have! The contractors will be working during the day, more cost effective than off hours work, so please

**Department Assistant for the Associate Dean for Academic Affairs:**
- Theresa Wilson
- Has worked at Case for 11 and a half years.
- Asked Richard a couple of questions regarding his 10-year milestone and I experienced his usual wit and humor.

**New Case Effort Reporting Policy**
- Case Western Reserve University has a new effort reporting policy that requires all faculty who work on sponsored projects to verify that the time they have reported and charged to these sponsored projects is accurate. This time will be reported as a percentage of the overall faculty effort, which encompasses all of the activities assigned to the position. The time of the research staff reported and charged on sponsored projects will be certified by the principal investigator. This policy will be implemented during 2006.

**New Grant Awards**
- Given the answer to 4. - deported!
- Well, wherever you end up in 5 years, we’re sure you’re going to be successful. Thank you very much for your 10 years of service.

**Administrative News**
- Volume 2, Issue 3
- Friday, December 16, 2005

**Inside this issue:***
- Independent Contractors at Case
- Amsterdam
- IT News
- Hello and Goodbyes
- New Grant Awards
- From the Front Desk
- Congratulations
- Remodeling

**New Case Effort Reporting Policy**
- Effort reporting is a method of documenting the proportion of work time devoted to these professional activities as a percentage of total professional activity. It is important to note that effort is not calculated on a 40-hour workweek. If an individual works 80 hours in a week, 40 hours represents 50% effort. Payroll and effort distributions are not the same thing. Payroll distributions describe the allocation of an individual’s activity to individual projects.

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**Mandel School of Applied Social Sciences**

**Remodeling**
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Effort Reporting

(continued from page 1)

“independent of salary.”

Case’s effort reporting process relies on payroll distributions to provide a general reminder of the projects on which an individual’s salary was charged during the certification period. Individual's completing effort reports are required to identify other areas where they provided effort with no salary support and to ultimately report the appropriate distribution of effort over all activities.

Independent Contractors at Case

All paperwork must be filled out completely, and the contract between Case and the vendor must be properly signed by both parties before any work can begin.

A new contract is required every time an individual vendor provides a service to the University. Everything from an event planner setting up tables at an alumni function to a scientist analyzing DNA samples for use in a government sponsored project requires a written agreement to be in place prior to the work starting. These external vendors are commonly known as independent contractors.

Independent contractors at Case Western Reserve University are individuals or companies that provide specialized services in a particular discipline. The use of independent contractors allows Case to tap their unique expertise necessary to project-specific work, recognize the contractors’ desire for independence, and to save on administrative costs. All paperwork must be filled out completely, and the contract between Case and the vendor must be properly signed by both parties before any work can begin.

In order to protect the University, our customers, and the service providers, it is important to have a written agreement to ensure that there is a record of each party's rights and responsibilities should problems arise in the future. You should have a contract for every service obtained from non-students and non-University employees. This includes professional services, technical services, creative services, and facility rentals.

To get a contract set up, follow the steps outlined on Procurement's Independent Contractor website, located here: http://www.cwru.edu/finaadmin/matsupp/procurement/indcont.html.

Wilson's 25 Years Milestone

(continued from page 1)
of Excellence in 2002 as well as the MSASy Recognition Award in 2003. She is a member of the University Grievance Committee, the MSAS Work Environment Committee (WEC), and a past member of the Student Advisory Council. With all the accomplishment she’s achieved professionally and personally, Theresa says, “without the Lord’s unfailing love, kindness, understanding, and compassion, my 25 years at the Mandel School would have been null and void.” Theresa, we thank you for your many years of service!

We’re Off to Amsterdam Again!

MSASS will again offer its “Study in Amsterdam,” program, March 10-19. “Eye opening,” engaging” and “a powerful learning experience” are how students have described a past spring-break experience in the Netherlands. To read the whole story, go to: http://www.case.edu/news/2005/12/05/amsterdam.htm

IT News

Web Update

The Harris Library Computer Lab Booking schedule has a new home. Go to: http://msass.case.edu/room/default.asp?ShowLab=Yes

As you will see from the above link this schedule has been integrated with the MSASS room booking system. The previous schedule of bookings on the Yahoo (R) Calendaring System should no longer be used.

To book the lab please still use the Computer Lab Booking Form at: https://msass.case.edu/forms/labbooking.asp

This upgrade is in response to requests from faculty, students and staff. Please let Aruno Johnson know of any problems/questions at: aruno.johnson@case.edu

Help Desk Update

The Mandel School’s Internal Help Desk Located in the Harris Library Computer Lab 216.368.5047

Winter Break Coverage -- Over the winter break the Help Desk line will not be have complete coverage by student-employees. However the I.T. Office (room 212) will be checking for voice mails and handling incoming requests directly. As usual if you have a computer related problem please call Help Desk line at 216.368.5047. If the I.T. Office or a student employee is unavailable to answer your call please leave a detailed message.

Save the date!

Administrative Services Training - February 15, Rm 323 9:00am, topic to be determined

From the Front Desk

Supply room:

The new supply room has been a success so far. Several departments have brought us their excess supplies to be placed in the supply room — needless to say, it is a bit overstocked at the moment! Standard supplies are always available for faculty and staff. Specialty supplies — name tags, flip charts, view boxes, folders — must be requested from the appropriate department.

Postage:

When sending mail out, please remember to put your speedtype number on the top right-hand corner of the envelope.

Congratulations to:

Tom Franchina has graduated with a Bachelor’s degree from John Carol University this semester! Join us in congratulating him!

Announcements

Upcoming Holidays: December 26—January 2

January 16

MSASS Staff meeting: To be held in January, date to be announced. Topic: In addition to general business, there will be a follow-up on Quality of Work Life Survey

We’re On the Web

Our online presence has expanded. New websites have been designed and posted including our computer lab, the Help Desk, work life, the MSASS staff newsletter, the MSASS online newsletter, and the administrative services training.

Congratulations on your Promotions!

Caris O’Neal (Coordinator) - Poverty Center
Pam White (Grants Accountant) - Administrative Services

New Grant Awards

Ph.D. Student Awarded Federal Grant

Leslie Strinissa was recently awarded a pre-doctoral research grant from the Department of Housing and Urban Development to study the impact of the Low-income Housing credit on Neighborhoods. The application was one of the first from MSASS to be submitted electronically; congratulations Leslie on navigating Grants.gov AND on the award.

Welcome PhD Students!

Toby Martin (RAIII) - Elizabeth Tracy
Karen Isler (Data Manager II) - Aileen Townsend
Effort Reporting

(continued from page 1)

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Hello and Goodbyes

Sad Congrats and Best Wishes on New Ventures!

Linda Davis, Lindsey Houlihan, Kathleen Quinn-Leering

Welcome to the Family!

Paige Hardy (RAII) - Poverty Center
Jesse Rudolph (Secretary III) - Poverty Center
Melissa McCarthey (SR. Research Assoc) - Lenore Kola
Joan Mistur (RAII) - Jerry Mahoney
Edna Wade (DAII) - Student Services
Bianca Walters (DAII) - Mandel Center

Welcome PhD Students!

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Administrative Services Services - From the Front Desk

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- **Academic Affairs**
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  - Nancy Graf, Barb Romito, Ina Office has been working at Mandel School of Applied Social Sciences
  - Sandra Bolton, Debra Fink—145
  - Debra Fields—143; Joan Horinka, Vivienne Porter—144; Helen Menke—112

**Cole After 10**
(continued from page 1)

Theresa Wilson has reached a grand milestone as an employee at Case: it has been 25 years since Theresa first set foot on this campus. She is the Department Assistant for the Associate Dean for Academic Affairs. In addition to her numerous responsibilities in the Associate Dean’s office, Theresa served as Managing Editor for the Journal of Applied Social Sciences, from 1984 to 2002. She has been recognized for her editorial, proofreading, and formatting skills in a number of social work publications. She also has a home-based business: “Perfection Unlimited” — designs, edits, and proofreads anything and everything, although her specialty is designing. She is also a notary public for the State of Ohio, Cuyahoga County.

At MSASS, she was the recipient of the Bea Lenora Benson Award.

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**Wilson hits 25**
Theresa Wilson

**Cole hits 10**
Richard Cole from the Administrative Services Office has been working at Case for 11 and a half years. I asked Richard a couple of questions regarding his 10-year milestone and I experienced his usual wit and humor.

1. What changes have you seen during your tenure here at MSASS?
   - The Federal government needs to support education and research, a change in administration and priorities would be a good start.
2. What do you hope to see changed?
   - The three laws of secure computing
3. What do you like most about Case?
   - Well, wherever you end up in 5 years, we’re sure you’re going to be successful. Thank you very much.

**New Case Effort Reporting Policy**
Case Western Reserve University (Case) has a new Effort Reporting policy that requires all faculty who work on sponsored projects to verify that the time they have reported and charged to these sponsored projects is accurate. This time will be reported as a percentage of the overall faculty effort, which encompasses all of the activities assigned to the position. The time of the research staff reported and charged on sponsored projects will be certified by the principal investigators. This policy will be implemented in 2006.

**Quote of the Issue:**
The Three Laws of Secure Computing
1) Don't buy a computer.
2) If you do buy a computer, don't plug it in.
3) If you do plug it in, sell it and return to step 1.

**Phone:** 216.368.2290