### Physics Department

#### Administrative Services and Teaching Support Directory

<table>
<thead>
<tr>
<th>Description</th>
<th>Name</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual Equipment</td>
<td>Mary Ann Ryan</td>
<td>LGRT 1127F</td>
<td>5-2408</td>
</tr>
<tr>
<td>portable projectors</td>
<td>Joseph Babcock</td>
<td>LGRT 926</td>
<td>5-1603</td>
</tr>
<tr>
<td>repairs/problems</td>
<td></td>
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</tr>
<tr>
<td>Building Maintenance &amp; Repair</td>
<td>Alan McConkey</td>
<td>LGRT 927</td>
<td>5-0953</td>
</tr>
<tr>
<td>Hasbrouck</td>
<td></td>
<td></td>
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<tr>
<td>Computing-Networking-Electronics</td>
<td>Joseph Babcock and</td>
<td>LGRT 926</td>
<td>5-1603</td>
</tr>
<tr>
<td>Cluster computing, networks, electronics</td>
<td>Alan McConkey</td>
<td>LGRT 927</td>
<td>5-0953</td>
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<tr>
<td>personal computers, updates, wireless</td>
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<td></td>
</tr>
<tr>
<td>Conference/Meeting Room Reservations</td>
<td>Emily Gluck</td>
<td>LGRT 1126</td>
<td>5-2545</td>
</tr>
<tr>
<td>LGRT 1033</td>
<td>Barbara Keyworth</td>
<td>Hasb 411</td>
<td>5-2407</td>
</tr>
<tr>
<td>Hasbrouck 409</td>
<td>Adrian Parsegian</td>
<td>Hasb 301</td>
<td>5-1299</td>
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<tr>
<td>Hasbrouck 207 (Biophysics group)</td>
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</tr>
<tr>
<td>Copiers/Printers/Faxes</td>
<td>B. Keyworth - Hasb</td>
<td>Hasb 411</td>
<td>5-2407</td>
</tr>
<tr>
<td>1. Academic printing LGRT 16th fl. Fill out cover sheet and attach originals. Give to:</td>
<td>Emily Gluck - LGRT</td>
<td>LGRT 1126</td>
<td>5-2545</td>
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<tr>
<td>2. New copy codes</td>
<td>Mary Ann Ryan</td>
<td>LGRT 1127F</td>
<td>5-2408</td>
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<td>3. Supplies - any administrative staff</td>
<td>Barbara Keyworth</td>
<td>Hasb 411</td>
<td>5-2407</td>
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<td>4. Problems - any administrative staff</td>
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<tr>
<td>Course Evaluations</td>
<td>Kris Reopell</td>
<td>LGRT 1133</td>
<td>5-0972</td>
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<tr>
<td>Emergencies</td>
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<tr>
<td>Dial 911 for Police and</td>
<td>Mary Ann Ryan</td>
<td>LGRT 1127F</td>
<td>5-2408</td>
</tr>
<tr>
<td>or or or</td>
<td>Rory Miskimen</td>
<td>LGRT 1126</td>
<td>5-1940</td>
</tr>
<tr>
<td>or or or</td>
<td>David Kaster</td>
<td>LGRT 1132</td>
<td>5-0545</td>
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<tr>
<td>FINANCIAL TRANSACTIONS</td>
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<td>Grant Management</td>
<td>Mary Ann Ryan</td>
<td>LGRT 1127F</td>
<td>5-2408</td>
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<tr>
<td>Limited pre-proposal prep, post award</td>
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<tr>
<td>troubleshooting, close-out Purchase Orders,</td>
<td>Ingrid Pollard</td>
<td>LGRT 1134</td>
<td>5-0365</td>
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<tr>
<td>Payments, Reimbursement</td>
<td>Barbara Keyworth</td>
<td>Hasb 411</td>
<td>5-2407</td>
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<td>LGRT:</td>
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<td>Hasbrouck:</td>
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<tr>
<td>Procard records to:</td>
<td>Ingrid Pollard</td>
<td>LGRT 1134</td>
<td>5-0365</td>
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<tr>
<td>Dept funds, HET, HEPPEX, MENP</td>
<td>Barbara Keyworth</td>
<td>Hasb 411</td>
<td>5-2407</td>
</tr>
<tr>
<td>All grant funds in Hasbrouck</td>
<td>Barbara Keyworth</td>
<td>Hasb 411</td>
<td>5-2407</td>
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<tr>
<td>Travel Arrangements for visitors:</td>
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<tr>
<td>Travel Reimbursement</td>
<td>Ingrid Pollard</td>
<td>LGRT 1134</td>
<td>5-0365</td>
</tr>
<tr>
<td>Dept Funds, Start Up, HET, MENP, HEPPEX</td>
<td>Barbara Keyworth</td>
<td>Hasb 411</td>
<td>5-2407</td>
</tr>
<tr>
<td>Grant funds in Hasbrouck</td>
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</tr>
</tbody>
</table>
Graduate Student Matters  
Admissions support, Appointments, Degree Program assistance, desk assignments, grad. course enrollment assistance

Jane Knapp  
LGRT 1131  5-2548

TA assignments

Prof. David Kastor  
LGRT 1132  5-0545

Keys - Locks

Changes to locks
Mary Ann Ryan  
LGRT 1127F  5-2408

New Keys (non-faculty lab personnel must have written authorization to request a key)
Kris Reopell  
LGRT 1133  5-0972

Lab Preparation Assistance
Paul Bourgeois  
Hasb 218  5-1296

Max Adam  
Hasb 218  5-1296

Lecture Preparation Assistance
Chris Ertl  
Hasb 128  5-0358

Machine Shop
Walter Pollard  
Hasb 6  5-1229

Rick Miastowski  
Hasb 8  5-1229

Mail Services
distribution, mailboxes, UPS shipping, receiving

Barbara Keyworth  
Hasb 411  5-2407

Ingrid Pollard  
LGRT 1134  5-0365

Parking Passes
Barbara Keyworth  
Hasb 411  5-2407

Ingrid Pollard  
LGRT 1134  5-0365

PERSONNEL MATTERS
Faculty, Staff, Postdoc, Undergrad and Temporary searches, hires, appointments.
Emily Gluck  
LGRT 1126  5-2545

Graduate student appointments
Jane Knapp  
LGRT 1131  5-2548

Time & Attendance reporting
Kris Reopell - backup  
LGRT 1126  5-2545

Visa applications
Emily Gluck  
LGRT 1126  5-2545

Physical Plant work requests
LGRT  
Alan McConkey  
LGRT 927  5-0953

Hasbrouck  
Barbara Keyworth  
Hasb 411  5-2407

Property & Inventory
Mary Ann Ryan  
LGRT 1127F  5-2408

Renovations Liaison
Alan McConkey  
LGRT 927  5-0953

Supplies
Class materials, blue books, op-scan sheets  
Chris Ertl  
Hasb 128  5-0358

Lab forms  
Paul Bourgeois  
Hasb 218  5-1296

General/office supplies:
Hasbrouck  
Barbara Keyworth  
Hasb 411  5-2407

LGRT 4th floor and
Ingrid Pollard  
LGRT 1134  5-0365

LGRT 9, 10 11th floors
Telephones
bills, handsets, long distance authorization codes, voice mail, problems  Barbara Keyworth  Hasb 411  5-2407

Undergraduate Academic matters
registration/enrollment questions, add/drop/overrides, course scheduling, classroom scheduling.  Kris Reopell  LGRT 1133  5-0972

Web Page
Submit announcements, updates, corrections  Joseph Babcock  LGRT 926  5-1603
Report broken links and server problems.

2-23-15