



## STAFF PRIMARY RESPONSIBILITIES

<p><a href="#"><u>Cathi Gillette</u></a> (936) 294-1006</p>	<p><b>Executive Assistant to the Provost</b></p> <ul style="list-style-type: none"> <li>• Approval: Travel, Pcard, Membership, Purchase Orders, FO-19s</li> <li>• Academic Policies</li> <li>• Student Relations: late adds/drops, student grievances, scheduling appts with Vice Provost</li> <li>• Attendance Initiative</li> <li>• AA Newsletter</li> <li>• Mass Emails</li> </ul>
<p><a href="#"><u>Karen Whitney</u></a> (936) 294-1007</p>	<p><b>Director of Academic Budget &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Budget Director: AA, ASC, Honors, ELITE, NGL, CCE, OIP, Graduate School, Academic Planning &amp; Assessment, ORSP, TWC, PACE, LEAP, ROTC, EURECA, Smith-Hutson</li> <li>• Budget Training / Salary Planner / Budget Process Liaison for Provost &amp; Vice Provost</li> <li>• Permanent Residency/Visa Liaison</li> <li>• Purchasing (requisitions)</li> </ul>
<p><a href="#"><u>Jamilyn White</u></a> (936) 294-1024</p>	<p><b>Associate Director of Academic Reporting</b></p> <ul style="list-style-type: none"> <li>• College: CAM, COM, COHS, NGL, AA Support Areas</li> <li>• Faculty Appointments – New Hire, Rehire, Overload, Status Change, Retirement</li> <li>• Workload Compliance</li> <li>• Tenure/Promotion/Post Tenure</li> <li>• Early Retirement Liaison</li> <li>• People Admin Liaison for Faculty Positions</li> </ul>
<p><a href="#"><u>Dana McAdams</u></a> (936) 294-1078</p>	<p><b>Administrative Coordinator III</b></p> <ul style="list-style-type: none"> <li>• College: CHSS, COSET, COED, COCJ</li> <li>• Faculty Appointments – New Hire, Rehire, Overload, Status Change, Retirement</li> <li>• Workload Compliance</li> </ul>
<p><a href="#"><u>Andrea Ball</u></a> (936) 294-1002</p>	<p><b>Administrative Coordinator II</b></p> <ul style="list-style-type: none"> <li>• College: COBA</li> <li>• Faculty Appointments – New Hire, Rehire, Overload, Status Change, Retirement</li> <li>• Workload Compliance</li> <li>• Small Class Reports</li> <li>• Class Maintenance Forms</li> <li>• People Admin Liaison for Staff Positions</li> <li>• Staff/TA/GA Epaf process</li> </ul>
<p><a href="#"><u>Julie Schwab</u></a> (936) 294-1001</p>	<p><b>Executive Assistant to the Provost</b></p> <ul style="list-style-type: none"> <li>• Provost Office Operations</li> <li>• Dean, AVP, Executive Director, Cabinet, System Office Liaison</li> <li>• Provost Scheduling</li> <li>• Approval: IT Exception forms, Outside Employment agreements/contracts, professional services</li> <li>• Faculty: Faculty Development Leave, Emeritus, Regent, Piper, Excellence, Distinguished, New Faculty Series</li> </ul>