<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibilities</th>
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</table>
| Julie Schwab         | Executive Assistant to the Provost & Senior Vice President | • Provost Office Operations  
• Dean, AVP, Executive Director, Cabinet, System Office Liaison  
• Provost Scheduling  
• Approval: IT exception forms, Outside Employment agreements/contracts, professional services  
• Faculty: Faculty Development Leave, Emeritus, Regent, Piper, Excellence, Distinguished, New Faculty Series, Textbook adoptions |
| Cathi Gillette       | Executive Assistant                        | • Approval: Travel, Pcard, Memberships, FO-19s, Moving Expense Memos  
• Academic Policies  
• Student Relations: late adds/drops, student grievances, excessive hours appeal, scheduling appts with Vice Provost  
• Federal Aid Eligibility Validation  
• Faculty Self-Published and University-Printed Materials Processing  
• AA Newsletter  
• Mass Emails |
| DeLynn Say           | Academic Budget Officer                    | • AA, ASC, Honors, ELITE, NGL, CCE, OIP, Graduate School, Academic Planning & Assessment, ORSP, TWC, PACE, LEAP, ROTC, EURECA, Smith-Hutson  
• AA Day to Day Budget Operations  
• Budget Training / Salary Planner / Budget Process Liaison for Provost & Vice Provost |
| Jamilyn White        | Director of Faculty Records & Reporting    | • College: CAM, COM, COHS, NGL, AA Support Areas  
• Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement  
• Workload Compliance  
• Tenure/Promotion/Post Tenure  
• Early Retirement Liaison  
• Permanent Residency/Visa Liaison  
• People Admin Liaison for Faculty Positions |
| Dana McAdams         | Senior Faculty Records Specialist          | • College: CHSS, COSET, COED, COCJ  
• Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement  
• Workload Compliance |
| Andrea Ball          | Faculty Records Specialist                 | • College: COBA  
• Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement  
• Workload Compliance  
• Small Class Reports  
• Class Maintenance Forms  
• People Admin Liaison for Staff Positions  
• Staff/TA/GA Epaf process |