



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