

WHO DO I CONTACT IN THE DEPARTMENT OF METEOROLOGY?

This document can also be found on the web: <http://www.met.psu.edu/browse-by-audience/faculty-staff/>
 Last Updated: 3/20/13

BICYCLE POLICY	Bicycles are NOT permitted in the building under any circumstances.	For the bicycle regulations: http://www.transportation.psu.edu/bicycles/rules_and_regs.shtml
BUILDING FACILITIES	Such as phones, lights, elevators, heating/cooling, maintenance issues, etc.	Send email to: meteo_facilities@meteo.psu.edu If on a weekend or an extreme emergency call: - OPP emergency help line: (814) 865-4731 - Police Services: (814) 865-2222 For more detailed information visit: http://www.met.psu.edu/browse-by-audience/faculty-staff/report-a-facilities-issue
CLASSROOM SCHEDULING OR CLASSROOM CHANGES		See Bill Syrett (606C Walker) Email: wjs1@psu.edu
COMPUTERS OR COMPUTER-RELATED EQUIPMENT SUPPORT	Such as printer maintenance, ink, etc. Does not include refilling paper supply.	Send email to: support@meteo.psu.edu See one of the administrative staff in the Meteo main office for paper.
CONFERENCE CALLING	We have several options: Two of the most popular are: Freeconference call.com (Participants pay their own long distance charges; you just pay for your long distance call into the provided phone number.) MeetingOne: All participants call a designated number and the host (Meteo) pays for all long distance charges. Must have budget and fund to charge.	See Ginger Kowalchuk (ggk2@psu.edu) or Lynn Persing (persing@ems.psu.edu) in 502/503 Walker.

COPIER PROBLEMS		See Ginger Kowalchuk (502 Walker) Email: ggk2@psu.edu or another Meteo administrative staff member
DIGITAL PROJECTORS	(Mounted in the Ceiling) The projectors in the ceiling of rooms 126, 511, 529, 607, 606, 409 are owned by Meteo. Projectors in all other classrooms are maintained by the University (not the Department of Meteo).	For Meteo-owned projectors, send email to: support@meteo.psu.edu For projectors in General Purpose Classrooms, call the classroom hotline: -- On campus: 8-777-0035 or send an email to: TechClass@psu.edu
EXPRESS MAIL SERVICES	UPS has a contract with the University and gives us discounted rates, so it should be the primary source for express mail. A 3-part mail form is all that is required (more restrictions for international packages). FedEx can be used if absolutely necessary, but the rates are higher and if you need a pickup for GROUND packages or outside the normal Tuesday afternoon pickup, an additional \$12 fee applies.	UPS – Daily pickup inside Room 501 Walker. Place package on top the cabinet next to the toaster oven or if large, on the floor. GROUND packages go in the mail/copy room (532 Walker) FedEx: Pickup only occurs when a pickup is scheduled by calling or through their website. They will NOT pickup FedEx GROUND packages. For assistance see a member of the Meteo administrative staff.
FAXING	Faxes sent from the Department of Meteorology must be for University-related business only. Personal faxes are not allowable.	See Ginger Kowalchuk (502 Walker) Faculty may use the fax machine located in 502 Walker for University business only.
New Student Orientation (NSO) ADVISING (formerly known as FTCAP)	New Student Orientation	See Lindsay Wells (502 Walker) Email: lab396@psu.edu OR Bill Syrett (606C Walker) Email: wjs1@psu.edu
GUEST WIRELESS ACCESS	For guests who have their own laptop and need to have internet access. A limited number of access cards are available.	See Lynn Persing (501A Walker) Email: persing@ems.psu.edu
KEYS		See Bob Ziegler (426 Walker) – afternoons are best. Email: rfz1@psu.edu

MAILBOXES	<p>Mailboxes are located in Room 532 Walker. Graduate Students share mailboxes by the first initial of their last name. If a piece of mail isn't labeled with an individual name, it's community mail. Read it and return it to the mailbox.</p> <p>Most of the other staff have individual mailboxes.</p> <p>There are also individual mailboxes for Campus Weather Service, PSUBAMS, and Chi Epsilon Pi.</p>	<p>See Ginger Kowalchuk (502 Walker) Email: ggk2@psu.edu</p>
METEO COMPUTER ACCOUNTS		<p>Send an email to: support@meteo.psu.edu</p>
MOVING COMPUTERS	<p>Do not move computers without permission! Computers are assigned specific ports. You cannot plug a computer into just any port!</p>	<p>Send email to: support@meteo.psu.edu</p>
MOVING FURNITURE		<p>Send email to: meteo_facilities@meteo.psu.edu</p>
METEO LISTSERVES	<p>Your membership on METEO listserves usually happens within a couple days of your appointment (or within a couple days of when you get your email/access account ID.)</p>	<p>Listserve questions: (502 Walker) Undergrad: Lindsay Wells lab396@psu.edu Graduate: Karen Corl: kqc8@psu.edu Faculty/Staff: See Ginger Kowalchuk: ggk2@psu.edu</p>
METEO MACHINE SHOP	<p>Authorization required to use. Must show proficiency in using the equipment.</p>	<p>See Al Moyle (426 Walker) Email: amm14@psu.edu</p>
METEO WEBSITE CONTENT	<p>All Meteo faculty, staff, and graduate students will have a profile on the Meteo website, which they may edit themselves. Profile will be added to the website around the same time that you are added to Meteo listserves.</p>	<p>See Ginger Kowalchuk (502 Walker) Email: ggk2@psu.edu</p> <p>Instructions for editing your profile: (requires access account password) https://www.met.psu.edu/intranet/tips-and-info-for-using-website</p>

OVERHEAD TRANSPARENCY PROJECTORS	Meteo Projectors are marked with the “Department of Meteorology” For problems with overheads that are in General Purpose Classrooms that are marked “AV xxxxx” call the classroom hotline. - Classroom Hotline: On campus: 8-777-0035 or send an email to: TechClass@psu.edu	Send email to: meteo_facilities@meteo.psu.edu
PARKING	Handled in the EMS Dean’s Office.	See Debra Sipe in 116 Deike
SALARY AND PAYROLL (EXCEPT FOR WAGE PAYROLL)		See Lynn Persing (503 Walker) Email: persing@ems.psu.edu
PLACING ORDERS	Research and general budget expenditures	See Abby Smith (502 Walker) Email: azb1@psu.edu
PROMOTION AND TENURE		See Jenn Gilbert (503 Walker) Email: jlg28@psu.edu
RESEARCH GRANT MANAGMENT	Close outs, spendouts, determining where grads are to be paid, PIAFs	See Jenn Gilbert (503 Walker) Email: jlg28@psu.edu
PRINTERS	All issues except refilling paper and changing toner (Ginger can change toner and refill paper)	Send email to: support@meteo.psu.edu
RESERVING EQUIPMENT	Projectors and laptops Faculty, staff, and graduate students can make their own reservations, but changes or deletions must be done by one of the METEO admin staff.	Visit the website: http://www.brownbears.wv.com/freecal/METEOCALENDARS View password (also the add password) was sent in email.

RESERVING METEO CONFERENCE ROOMS	<p>Room 511, 529, 427, or Myers Weather Center Conference Room</p> <p>You may also <u>view</u> the calendar for the Myers Weather Center classroom, but reservations need to be made by Bill Syrett or a Meteo staff member.</p>	<p>Visit the website: http://www.brownbears.wvu.edu/freecal/METEOCALENDARS</p> <p>View password (also the add password) was sent in email. Or see Ginger Kowalchuk, ggk2@psu.edu</p>
SAFETY	<p>For broken glass or glass disposal, chemical spills, battery disposal, etc.</p>	<p>See Al Moyle (426 Walker) Email: amm14@psu.edu</p>
SCHEDULING A CLASSROOM FOR AN EVENT		<p>See Lindsay Wells (502 Walker) Email: lab396@psu.edu</p> <p>OR</p> <p>Bill Syrett (606C Walker) Email: wjs1@psu.edu</p>
STUDENT ADVISING GRAD AND UNDERGRAD		<p>Undergraduate: Lindsay Wells: lab396@psu.edu Graduate: Karen Corl: kqc8@psu.edu</p>
SWIPE CARD ACCESS TO METEO FACILITIES	<p>For access using your ID card to the Weather Center, TV Studio, etc.</p>	<p>Send an email to: meteo_facilities@meteo.psu.edu</p>
TELEVISIONS	<p>Weather Center televisions</p>	<p>Send an email to: support@meteo.psu.edu</p>
THESIS DEFENSE SCHEDULING	<p>Once you have picked a date, time, and cleared it with all your committee members, you are ready to officially schedule your defense.</p>	<p>Done online. See grad section of Meteo website for the button. Also see Karen Corl (kqc8@psu.edu) (502 Walker)</p>

TRAVEL		See Abby Smith (502 Walker) Email: azb1@psu.edu
WAGE PAYROLL	During the semester students may only work 20 hours per week. During the summer, only 40 hours per week.	Fill out online form at: https://ploneprod.met.psu.edu/browse-by-audience/faculty-staff/hire-wage-payroll-offer-letter to generate a Wage Payroll Offer. Additional questions, see Abby Smith (502 Walker) Email: azb1@psu.edu
WEATHER CENTER AND ROOM 126 RESERVATIONS	Includes Weather Center Classroom Password sent in email.	See Bill Syrett (606C Walker) Email: wjs1@psu.edu to check availability and to reserve. You may view (but not reserve) Weather Center Classroom and Room 126 availability by visiting: http://www.brownbears.wvu.edu/freecal/METEOCALENDARS2