

# Arts Division office – WHO DOES WHAT?

Updated 10/4/11

Subject / Question	Contact	Extension #
Absences - calling in sick	Arts Division office - Main line and/or email <b>all three :</b> Lori Sammis, Rita Perez AND Donna Hale  If class is after hours call Security.....	6081   6351
Add cards	Arts Division office -Main line	6081
Address change	Rita	6435
Art Lockers	Arts Division office - Main line	6081
Assessment	Charles Mullins..... Chad Redwing.....	6110 6454
Banking	Lori	6079
Blanket Purchase Orders	Lori	6079
Budget	Lori	6079
Business cards	Lori	6079
Conference room reservation	Arts Division office - Main line	6081
Contracts - Faculty (Annualizing, Banking)	Lori	6079
Copy machine	Arts Division office - Main line	6081
Course Outline / Curriculum	Curriculum representatives Michael Lynch..... Erik Maki.....	6734 6184
Evaluations - Faculty	Donna	6444
Fax machine (575-6086)	Arts Division office - Main line	6081
Field Trips	Donna	6444
Flex assistance	Donna	6444
Help Desk - for staff	Help Desk	7800
Help Desk - for students	Help Desk	7900
Honorariums	Rita	6435
Independent Study	Lori	6079
Keys	Donna	6444
Lost and Found	Arts Division office - Main line	6081
Mail distribution	Donna	6444
Maintenance/Work Orders	Donna	6444
Office Hours for Faculty - collecting	Donna	6435
Office Supplies	Arts Division office - Main line	6081
Parking permits	Arts Division office - Main line	6081
Password - changing	Help Desk	7800
Petitions (Credit by Exam, Grade Correction, Prereq/Coreq, Time Conflict, No Show)	Rita Donna does No Show Petitions	6435 6444
Pirate's Net assistance	Donna	6444
Reimbursements	Donna	6444
Requisitions for purchasing	Lori	6444
Roll Books - Electronic	Donna	6444
Scheduling	Lori	6079
Short Term Contracts	Rita	6435
SLO's - collecting	Rita	6435
Student Workers / Payroll (Time Entry)	Rita	6435
Syllabi - collecting	Rita	6435
Travel	Donna	6444
Voicemail/Email set up	Rita	6435
Website Calendar of Events	Rita	6435