

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/> Updated: 10/23/19

BICYCLE POLICY	Bicycles are NOT permitted in the building under any circumstances.	For the bicycle regulations: https://transportation.psu.edu/bicycle-registration
BUILDING FACILTIES	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 (For regularly scheduled classes)	Schedule rooms through 25 Live https://25live.collegenet.com/psu/#home_my25live [0]	To schedule a classroom for class, see Bill Syrett (606C Walker) Email: wjs1@psu.edu See Ginger Kowalchuk ggk2@psu.edu to schedule a room for an event or study session, etc.
COMPUTERS OR COMPUTER-RELATED EQUIPMENT SUPPORT	Such as printer maintenance, Meteo server issues, laptop or desktop computer failures, etc. Does not include refilling paper supply or changing toner.	Send email to: support@meteo.psu.edu For toner or printer jams see Ginger (ggk2@psu.edu)
CONFERENCE CALLING	MeetingOne: All participants call a designated number and the host (Meteo) pays for all long distance chrgs. Must have budget and fund to charge.	See Ginger Kowalchuk (ggk2@psu.edu) Jennifer Renoe (jlg28@psu.edu) or Lynn Persing (persing@ems.psu.edu) in 502/503 Walker.
COPIER PROBLEMS	Such as clearing jams, changing toner, or . Does not include refilling paper supply or changing toner.	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: L-METEO-SUPPORT@lists.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 University mail form is all that is required (more restrictions for international packages). FedEx can be used if necessary, but the rates are higher.	GROUND and UPS Express – Daily pickup inside Room 501 Walker. Place package on top the cabinet next to the toaster oven or if large, on the floor. See office staff for proper shipping label. FedEx: Pickup only occurs when a pickup is scheduled by calling or through their website. 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 Amber DeCosmo (502 Walker) Email: ale11@psu.edu OR Bill Syrett (606C Walker) wjs1@psu.edu
GUEST WIRELESS ACCESS	For guests who have their own laptop and need to have internet access. Wireless.psu.edu	Guests can log in on their own.
KEYS		See Ginger Kowalchuk (502 Walker). Email: ggk2@psu.edu

MAILBOXES	Mailboxes are in Room 532 Walker. Graduate Students share mailboxes by the first initial of their last name. Most of the other staff have individual mailboxes.	See Ginger Kowalchuk (502 Walker) Email: ggk2@psu.edu
METEO COMPUTER ACCOUNTS		Send an email to: L-METEO-SUPPORT@lists.psu.edu
MOVING COMPUTERS	Do not move computers without permission! Computers are assigned specific ports. You cannot plug a computer into just any port!	Send email to: L-METEO-SUPPORT@lists.psu.edu
MOVING FURNITURE		Send email to: meteo_facilities@meteo.psu.edu
METEO LISTSERVES	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.)	Listserve questions: (502 Walker) Undergrad: Amber DeCosmo ale11@psu.edu Graduate: Karen Corl: kqc8@psu.edu Faculty/Staff: See Ginger Kowalchuk: ggk2@psu.edu
METEO MACHINE SHOP	Authorization required to use. Must show proficiency in using the equipment.	See Al Moyle (426 Walker) Email: amm14@psu.edu
METEO WEBSITE CONTENT	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.	See Ginger Kowalchuk (502 Walker) Email: ggk2@psu.edu
OVERHEAD TRANSPARENCY PROJECTORS	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 Sara Lobb sdl14@psu.edu in 116 Deike
SALARY AND PAYROLL (EXCEPT WAGE PAYROLL)		See Lynn Persing (503 Walker) persing@ems.psu.edu
PLACING ORDERS	Research and general budget expenditures	See Christy Wellar (502 Walker) Email: clw461@psu.edu
PROMOTION AND TENURE		See Jenn Renoe (503 Walker) Email: jlg28@psu.edu
RESEARCH GRANT MANAGMENT	Close outs, spendouts, determining where grads are to be paid, PIAFs	See Jenn Renoe (503 Walker) Email: jlg28@psu.edu
RESERVING ROOMS – CONFERENCE, METEO AND ALL GENERAL-PURPOSE CLASSROOMS	To check availability and to reserve. https://25live.collegenet.com/psu/#home_my25live	See Bill Syrett (606C Walker) for Weather Center use. Email: wjs1@psu.edu Or see Ginger Kowalchuk, ggk2@psu.edu Or Amber DeCosmo ale11@psu.edu
PRINTERS	All issues except refilling paper and changing toner (Ginger can change toner and refill paper)	Send email to: L-METEO-SUPPORT@lists.psu.edu
RESERVING EQUIPMENT	Projectors and laptop.	Check with anyone in the main office, 502 Walker
SAFETY	For broken glass or glass disposal, chemical spills, battery disposal, etc.	See Al Moyle (426 Walker) Email: amm14@psu.edu
STUDENT ADVISING GRAD AND UNDERGRAD		Undergraduate: Amber DeCosmo ale11@psu.edu Graduate: Karen Corl: kqc8@psu.edu
SWIPE CARD ACCESS TO WALKER BUILDING AND JOEL N. MYERS WEATHER CENTER	Everyone in the department: faculty, staff, graduate and undergraduate students are granted access.	See Ginger Kowalchuk (502 Walker) Email: ggk2@psu.edu
TELEVISIONS	Weather Center televisions	Send an email to: L-METEO-SUPPORT@lists.psu.edu

THESIS DEFENSE SCHEDULING	Once you have picked a date, time, and cleared it with all your committee members, you are ready to officially schedule your defense.	Done online. See grad section of Meteo website for the button. Also see Karen Corl (kqc8@psu.edu) (502 Walker)
TRAVEL		See Christy Wellar (502 Walker) Email: clw461@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 Christy Wellar (502 Walker) Email: clw461@psu.edu